



**ASSOCIATED BRITISH PORTS**

**SOUTH WALES PORTS**

**SHIP'S WASTE MANAGEMENT PLAN  
2018 – 2021**

**The plans are approved in  
accordance with the Merchant Shipping  
(Port Waste Reception Facilities)  
Regulations**



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## 1. INTRODUCTION

The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended) are applicable to any harbour or terminal within the UK. Every harbour authority and terminal operator is required by these Regulations to provide waste reception facilities adequate to meet the needs of ships normally using the harbour or terminal in question, without causing undue delay to ships. The Regulations also require ship-generated garbage, sewage and waste arising from cargoes and associated activities to be addressed in Port Waste Management Plans. This Plan outlines the arrangements made for these waste streams at the South Wales Ports of Newport, Cardiff, Barry, Port Talbot and Swansea, 5 of 21 ports and terminals owned and operated by ABP in the UK.

Separate arrangements will be made to deal with the waste from vessels that fall outside the scope of these regulations. The categories and the arrangements made are outlined in Appendix B.

This Plan has been prepared taking into account the advice contained in the Maritime & Coastguard Agency's 'Port Waste Management Planning – A Guide to Good Practice'. It will be submitted for approval, in the first instance, to the local office of the MCA. Once approved, copies will be held at the MCA offices in Southampton, ABP's Head Office in London as well as with the Harbour Master for the five ABP Ports in South Wales in the Marine department at the Regional Main Office in Cardiff. It is intended to be reviewed in three years' time, as stipulated by the 2003 regulations (as amended), although the Plan may be required to be amended at a shorter interval if significant changes in operations have taken place.

*At the time of updating this plan our waste service provider – Amber - has recently been taken over by Biffa our service is not being affected and all services are provided by the same depot to the same standards but there are plans by Biffa to replace all our MARPOL ANNEX V waste receptacles in line with Biffa colours but will also keep to our signage of the receptacles.*

*For the purpose of the plan the new company name of Biffa has been used and an example of the new receptacle with livery is included in Appendix K. Some receptacles are still Amber in the Amber Livery and will be replaced in due course.*

## 2. LEGISLATION

### 2.1 MARPOL REGULATIONS

The International Convention for the Prevention of Pollution from Ships 1973, and its 1978 Protocol (MARPOL 73/78) aims to regulate and minimise pollution from ships. MARPOL 73/78 covers the six main forms of ship generated waste in six specific annexes which are summarised in Table 1.

**Table 1 MARPOL Regulations relating to reception facilities**

| Annex | Category of Waste                                  | Annex in force? | Reception facilities required? | Types of waste for reception  |
|-------|--|-----------------|--------------------------------|---|
| I     | Oil  | ✓               | ✓                              | Covers all types of wastes from the carriage of oil: as fuel, engine room slops, cargo (tank washings) or dirty ballast water.  |
| II    | Noxious liquid substances in bulk                  | ✓               | ✓                              | Chemical wastes derived from bulk chemical transportation, including residues and mixtures containing noxious substances  |
| III   | Harmful substances carried by sea in packaged form | ✓               | ✗                              | -   |
| IV    | Sewage from ships                                  | ✓               | ✓                              | Raw sewage – retained in holding tanks for disposal in port or outside 12nm<br>Partially treated sewage – retained in holding tanks for disposal in port or outside 3nm |
| V     | Garbage from ships                                 | ✓               | ✓                              | Garbage includes domestic (food and packaging) and operational (maintenance, cargo and miscellaneous) wastes<br>See Appendix A  |
| VI    | Air pollution from ships                           | ✓               | ✓                              | Reception facilities for exhaust gas residues   |

MARPOL Regulations for the provision of reception facilities for ship generated waste are installed in UK legislation under the Prevention of Pollution (Reception Facilities) Order 1984 and the Merchant Shipping (Reception Facilities by Garbage) Regulations 1988. These regulations require harbour authorities and terminal operators to provide reception facilities for ships, which, in their opinion, are using the harbour or terminal for a primary purpose other than using the reception facilities. The facilities must be adequate (of sufficient capacity and appropriate design) to meet the needs of ships using them without causing them undue delay.

The facilities can be fixed installations or mobile conveyances, as appropriate. It is for the operator to decide which combination or types of facilities would be most suitable and a reasonable charge can be made for the use of the facilities.

For details of the waste reception facilities in place at ABP South Wales Ports for the above MARPOL annex wastes, please see section 5.2 of this plan.

## **2.2 MERCHANT SHIPPING AND FISHING VESSELS (PORT WASTE RECEPTION FACILITIES) REGULATIONS 2003 (as amended)**

The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended) transpose the requirements of Directive 2000/59/EC of the European Parliament and Council on reception facilities for ship-generated waste and cargo residues, as amended, into UK law. Under these regulations every harbour authority and terminal operator (including marinas) is required to:

- provide waste reception facilities adequate to meet the needs of ships normally using the harbour or terminal in question, without causing undue delay to ships.
- produce Waste Management Plans detailing the provisions made and to submit them to the Secretary of State for Transport for his approval.
- impose mandatory charges to visiting vessels to cover the costs of waste reception facilities for ship-generated waste.

In summary, the requirements of ships under the 2003 regulations as amended are:

- Ships must provide notification before entry into port of the waste they will discharge, including information on types and quantities
- Ships must deliver their waste to port reception facilities before leaving port, unless they have sufficient dedicated storage capacity for the waste and for it to be accumulated until the next port of call
- Ships must pay a mandatory charge to significantly contribute to the cost of port reception facilities for ship-generated waste, whether they use them or not.

Vessels which satisfy certain criteria – that they operate a ‘scheduled’, ‘frequent’ and ‘regular’ service between ports, according to the definitions contained in Marine Guidance Note 563 – will be exempted from the requirements relating to advance notification of waste, mandatory discharge of waste and payment of a charge to cover the provision of reception facilities. See appendix B for further details.

## **2.3 THE ENVIRONMENTAL PROTECTION ACT 1990 – DUTY OF CARE**

The Environmental Protection Act 1990 imposes a Duty of Care on all persons in the waste management chain to take all reasonable measures to ensure that waste is safely and legally disposed of. The waste must be safely contained, may be transferred only to appropriately licensed persons and a Waste Transfer Note (WTN), containing specified information, including an accurate description of the waste to ensure it is correctly disposed of or treated, must be completed by the two parties when waste changes hands. These WTNs must be kept for a minimum of two years.

ABP accepts that it has a Duty of Care for the garbage landed by vessels into the bins we provide on our managed berths. We receive Waste Transfer Notes from licensed waste management contractors when they remove this ship-generated waste for onward disposal. However, ABP will not be considered as the ‘waste producers’. ABP are a registered Waste Broker to enable us to arrange for third parties’ waste disposal.

If any other waste transfers are undertaken by a direct contract method (i.e. between the Master/Agent and the waste contractor directly), it is not a requirement for the port authority to receive a copy of the Waste Transfer Note.

## 2.4 WASTE MANAGEMENT LICENSING

The temporary storage of waste at reception facilities for ships in harbours is an activity that is exempt from the need for waste management licensing. This is set out in Section 36 of the Schedule 3 of the Waste Management Licensing Regulations 1994", which states that;

*"36.(1) The temporary storage of waste consisting of garbage, including any such waste which is special waste, at reception facilities provided within a harbour area in accordance with the Merchant Shipping (Reception Facilities for Garbage) Regulations 1988, where such storage is incidental to the collection or transport of the waste and so long as –*

*(a) the amount of garbage so stored within a harbour area at any time does not exceed 20 cubic metres for each ship from which waste has been landed; and*

*(b) no garbage is so stored for more than seven days."*

The Waste Management Licensing Regulations 1994 have since been repealed in England and Wales (still valid in Scotland) and this exemption is now included in Schedule 25,(Part 3) of The Environmental Permitting (England and Wales) Regulations 2016 (as amended), which is detailed as follows:

*Temporary storage at the place of production*

*2.—(1) The temporary storage of any waste at the place of production, pending its collection.*

*(2) For the purposes of this paragraph, the conditions are—*

*(a) no waste is stored for longer than 12 months; and*

*(b) the waste is stored in a secure place.*

Although we do not have to register these exemptions we must still must comply with the terms and conditions of the exemptions.

## 2.5 ANIMAL BY-PRODUCTS (Enforcement) (No.2) (Wales) REGULATIONS 2011

These Regulations enforce, in Wales, the laying down of health rules for animal by-products and derived products not intended for human consumption. The Regulations came into force on 4 March 2011 and include in their scope a way of disposing catering waste from international means of transport including all aircraft, ships, yachts, boats, vehicles and pleasure craft belonging to commercial companies, private individuals or the armed forces. The new regulations provide clarification on the implications of these Regulations for food waste landed in ports. The obligations vary according to the categorisation of the material, the higher risk animal by-product is categorised as Category 1 material, next in risk is Category 2 and then Category 3 material.

The Regulations differentiate between waste from food which originated within the European Union and that which originated from outside. It stipulates that there shall be different methods and disposal routes for EU and non-EU food waste and that if the two waste streams are mixed, then the whole amount of waste shall be disposed of at the higher treatment level. DEFRA guidance states that any vessel which has been outside

the EU during its voyage will be deemed to have International Catering Waste (ICW) on board regardless as to whether provisions were taken on within or outside of the EU. Catering waste is defined in the regulations as 'All waste food, including used cooking oil originating in restaurants, catering facilities and kitchens including central kitchens and household kitchens'. All foodstuffs in stores, which are destined for human consumption on board a vessel are determined to be part of the catering facilities.

Vessels sailing within the EU will be able to deposit their galley waste into general waste bins along with other domestic refuse from the crew's quarters. This waste can be disposed of through normal waste disposal routes and without any special arrangements being made. However, food waste that originates from outside the European Union, carried into the EU on a vessel that has sailed from a non-EU port, must be disposed of via separate arrangements.

The catering waste produced from these international vessels falls into two distinct risk categories, depending on the journey made by the vessel. These are:

High risk category 1 All International Catering Waste (ICW) – from means of transport operating internationally (i.e. outside of the EU); and

Low risk category 3 catering waste – from means of transport not operating internationally (i.e. within the EU).

ICW is subject to strict handling and disposal controls under these regulations, in order to prevent the introduction of exotic notifiable diseases, such as Foot and Mouth disease, into the UK.

Catering waste from means of transport only operating within the EU can be handled in the same way as domestic catering waste. Domestic catering waste can be:

- treated in an ABP-approved compost, biogas or rendering plant;
- incinerated;
- applied to land, as long as farm animals and vermin cannot access it. Good practice to avoid farm animal and vermin access would be to deeply plough it in to arable, horticultural or non-agricultural land and to avoid reseeding for pasture use until the material has fully rotted down in the next growing season;
- buried in landfill under the control of Environmental / Waste legislation and Domestic Regulations; or
- treated in a biodiesel plant (fat fraction as in Used Cooking Oil). If the plant is only receiving untreated catering waste, as in Used Cooking Oil sourced from catering sources, it does not need approval under the regulations, but would be subject to environmental controls.

Under Article 12 of the regulations, Category 1 ABP can only be disposed of in the following ways in order of waste hierarchy:

- used for the manufacture of derived products referred to in Articles 33, 34 and 36 of the regulations and placed on the market in accordance with those articles. This would include Used Cooking Oil (ICW) intended for the production of biodiesel in a plant approved under the ABP Regulations;
- used as a fuel for combustion, with or without prior processing;

- by co-incineration with energy recovery (as for incineration below);
- as waste by incineration: directly without prior processing following processing (methods 1-5) and permanent marking by use of Glyceryl Tri-Heptanoate (GTH);
- disposal by pressure sterilisation and deep burial in an authorised landfill; or
- in the case of ICW, disposal by deep burial in an authorised landfill. This is the only type of category 1 ABP, which can be disposed of in this way. No pre-treatment is required.

The Maritime Coastguard Agency (MCA) has advised, with agreement from DEFRA, that, where a vessel arriving from outside the EU is the exception to traffic rather than the rule, the Waste Reception Facilities Port Waste Management Plan need only make provision for any food waste requiring disposal to be dealt with under the same 'direct contract' arrangements employed for oily waste, sewage or another special MARPOL waste stream. All food refuse from these ships must be brought ashore in leak-proof bags and deposited in the special bins brought to the ship by authorised waste contractors who will receive and dispose of the waste according to the appropriate regulations.

The master of a merchant boat, ship or fishing vessel has specific responsibilities for his/her waste. The business operating the vessel may delegate responsibility to a company offloading the vessel, or to a port authority to deal with as per their waste management plan, but the generator of the waste has ultimate responsibility for ensuring that the waste food is identified and disposed of according to the regulations (as ICW where appropriate), including the requirements for use of commercial documentation and record keeping. There is therefore a duty of care on the generator to audit businesses working on their behalf to ensure that the disposal is taking place according to the Regulation.

Once offloaded from the vessel, ICW must be placed in a dedicated, covered, leak proof skip or other suitable container. It should be transported without undue delay or by agreement with the local Regional or Divisional AHVLA Office. Any vehicles or skips/containers containing ICW should be cleansed and disinfected with a Defra approved disinfectant following each use.

#### Waste (England and Wales) Regulations 2011

The new Waste (England and Wales) Regulations 2011 came into force on 29 March 2011. They update some aspects of previous waste controls implemented under the Environmental Protection Act 1990. The Environmental Protection Act 1990 imposes a Duty of Care on all persons in the waste management chain to take all reasonable measures to ensure that waste is safely and legally disposed of. The waste must be safely contained, may be transferred only to authorised persons and a Waste Transfer Note (WTN), containing specified information must be completed by the two parties when waste changes hands. WTNs must be kept for a minimum of two years whilst Consignment notes are to be kept for a minimum of three years.

In summary, the new waste regulations implement the revised Waste Framework Directive and;

- require businesses to confirm that they have applied the waste management hierarchy when transferring waste and to include a declaration on their waste transfer note or consignment note;
- introduce a two-tier system for waste carrier and broker registration, which includes those who carry their own waste, and introduces a new concept of a waste dealer;
- make amendments to hazardous waste controls and definition; and
- exclude some categories of waste from waste controls, notably animal by-products whilst include a small number of radioactive waste materials.

As of 28 September 2011, whenever waste is passed on to someone else, the waste producer is now required to declare on the waste transfer note, or consignment note for hazardous waste, that they have applied the waste management hierarchy.

The Welsh Assembly Government have produced general guidance notes for the handling and disposal of ICW landed from vessels which have visited non-EU countries – see <https://beta.gov.wales/animal-products-guidance>

In all of ABP's ports for vessels that have previously operated outside the EU, only those which have made a declaration that all their ships stores have been completely emptied, cleaned, disinfected and restocked following their last international voyage will be able to deposit their galley waste into general garbage bins along with other domestic refuse from the crew's quarters. A model letter for making this declaration is available on [www.abpnotify.co.uk](http://www.abpnotify.co.uk). If this is not the case then galley waste from ships that have previously been engaged in international voyages will be treated as International Catering Waste as per the arrangements outlined in section 5.2 of this plan.

## **2.6 THE LANDFILL REGULATIONS**

The Landfill (England and Wales) Regulations 2002 (as amended) and the Landfill (Scotland) Regulations 2003 (as amended) introduce a requirement to pre-treat waste, prior to disposal at landfill. Waste will have been considered to be pre-treated if it has undergone a physical, thermal or biological process including sorting that:

- changes the characteristics of the waste and
- does so in order to reduce its mass, or reduce its hazardous nature or facilitate its handling or enhance its recovery.

In practice, this requirement will be implemented by the introduction of waste recycling facilities where appropriate or more commonly recyclables will be segregated by our waste contractor.

## **2.7 HAZARDOUS WASTE REGULATIONS**

Waste is defined as being 'hazardous' if it appears as a \* entry in the European Waste Catalogue 2002 and includes items such as batteries or fluorescent light tubes. For a full listing of all hazardous waste categories, visit <http://www.environment-agency.gov.uk/business/topics/waste/32180.aspx>

Hazardous waste must not be placed in the general garbage facilities, which are for the disposal of EU derived Annex V waste streams only. Should a ship wish to land hazardous waste streams, they should contact an approved waste contractor directly as per the arrangements outlined in section 5.2 of this plan.

Prior to the removal of the waste within the South Wales Ports the ship's Master or their agent when acting on their behalf, has a responsibility to obtain and complete a consignment note from the registered waste contractor. The Harbour Master must also be informed prior to any removal of hazardous wastes by tanker.

The Master of the ship must:

- Prepare two copies of the consignment note for himself and the consignee (waste contractor)
- Complete parts A, B and D on each copy
- Retain a copy (keep for 3 years)
- Give one copy to the operator of the reception facility (consignee) [In ABP ports this would be the waste contractor.]

Part C of the consignment note is not completed for this transfer.

The consignee (the waste contractor) then completes Part E of the consignment note, which contains details of the total quantity of waste received from the ship for each EWC (European Waste Catalogue) coded waste. Both the waste contractor and the Master of the vessel should each receive a completed copy of the consignment note. As long as the transfer is undertaken by a direct contract method (i.e. between the Master/Agent and the waste contractor directly), it is not a requirement for the port authority to receive a copy of the consignment note.

Ships are exempt from the need to register as a hazardous waste producing premises, regardless of the amount of waste produced. However, a consignment note must still be produced and should feature a unique consignment note code – see section 5.2.4 of this plan for instructions regarding this.

## **2.8 The Water Resources (Control of Pollution) (Oil Storage) (Wales) Regulations 2016**

ABP, its tenants, licensed berth operators, customers and others using any of the South Wales Ports should pay due regard to The Water Resources (Control of Pollution) (Oil Storage) (Wales) Regulations 2016. In general terms these regulations require anyone in Wales who stores more than 200 litres of oil, to provide more secure containment facilities for tanks, drums, Intermediate Bulk Containers (IBCs) and mobile bowsters. This is to prevent oil escaping into the environment.

Where the legislation applies if oil is being stored less than 10 metres away from any inland freshwaters or coastal waters; or less than 50 metres away from a well or borehole a person who has custody or control of oil must ensure that the oil is stored in a container which is of sufficient strength and structural integrity to ensure that it is unlikely to burst or leak in ordinary use; has been installed without adversely affecting that strength and structural integrity; and is situated within a secondary containment system.

The secondary containment system which could be a drip tray, an area surrounded by a bund or catchpit, or any other system for preventing oil which is no longer in its container from escaping from the place where it is stored must have sufficient capacity to prevent oil escaping into the environment, requirements are set out in the legislation.

If in doubt if this applies or for clarification the full legislation can be found here:

<http://www.legislation.gov.uk/wsi/2016/359/introduction/made>

### **3. ABP SOUTH WALES PORTS**

#### **3.1 THE PORTS OF SOUTH WALES**

Associated British Ports owns and operates the Ports of Swansea, Barry, Cardiff, and Newport. We own both Port Talbot Dock and the Tidal Harbour but as there are no common-user berths in either place, ABP does not provide ships' waste-reception facilities at these sites. This is the responsibility of the terminal operators, Tata.

The proximity of all ports to good road links ensures easy access for waste contractors and good accessibility to waste management facilities.

Information on all South Wales Ports and information for Masters of Visiting vessels can be found here: <http://www.southwalesports.co.uk/>

Also port maps are in Appendix I.

All relevant notice to mariners available here:

<http://www.southwalesports.co.uk/Notices/>

To register to receive emails of Notice to Mariners register here:

<http://www.abports.co.uk/enquiries/Home/RegisterForEmails/4>

#### **3.2 LOCATION OF THE PORT ESTATES**

The Port of Swansea is an enclosed dock system on the north side of Swansea Bay consisting of two main docks, Kings and Queens Docks, and a third Dock, The Prince of Wales, which is now used mainly as a marina accepts limited commercial traffic.

Port Talbot's enclosed dock lies on the north-east of the bay and consists of a single dock with several branches. Close east is the entrance to Port Talbot Tidal Harbour which contains a large deep-water jetty for handling bulk cargoes of coal and iron ore.

The Port of Barry lies to the north and east of Barry Island and consists of two docks, No 1 and No 2, accessed through the Lady Windsor Lock or No 3 Dock Basin.

The Port of Cardiff consists of three interconnected docks, Queen Alexandra Dock, Roath Dock, and Roath Basin. Entrance is through the Queen Alexandra Lock.

The Port of Newport lies to the north of the mouth of the River Usk and is accessed via the lower reaches of the river. It consists of two docks, North and South; entrance is through the South Dock Lock.

### 3.3 FACILITIES & CARGOES HANDLED

All of the ports handle a variety of general cargoes including petroleum products, steel, unit load (containers), bulk coal, coke, and other minerals, timber, frozen fruit and vegetable products, scrap, and marine-dredged aggregates. There are also occasional visits from cruise vessels.

### 3.4 TERMINALS & CARGOES HANDLED

**Table 2 Terminals at ABP South Wales Ports**

| <b>BARRY</b>       | <b>Cargo</b>  | <b>Contact</b>     | <b>Tel.</b>                                  | <b>Berth PWMP</b> | <b>Address</b>   |
|--------------------|---------------|--------------------|--|-------------------|--|
| Navigator          | Liquid Bulks  | Andy Jackson       | 01446 704949                                 | ABP Plan          | Navigator Terminals Windmill Limited, Hayes Road, Barry, Vale of Glamorgan, CF64 5RZ |
| Scotts Timber      | Timber        |                    | 01446 722145                                 | ABP Plan          | Atlantic Building Atlantic Way, Barry CF63 3RG                                       |
| <b>CARDIFF</b>     |               |                    |  |                   |  |
| R                  | Scrap         | Martin Crossman    | 02920 488522                                 | ABP Plan          | Dowlais Wharf, Roath Dock, Cardiff, CF10 4ED   |
| Hansons            | Aggregates    | Luke Owen          | 02920 451188<br>07764 241832                 | Berth Responsible | Roath Dock, Cardiff, CF10 4ED  |
| Inver Energy       | Liquid Bulks  | Control Room       | 02920 465256<br>02920 494650                 | ABP Plan          | Queen Alexandra Dock, Longships Rd, Cardiff, CF10 4RP                                |
| Prax               | Liquid Bulks  | Chris Arnill       | 02920 498303                                 | ABP Plan          | Queen Alexandra Dock, Longships Rd, Cardiff CF10 4LT                                 |
| Valero             | Liquid Bulks  | Mark McGill        | 02920 462624<br>07769 956897<br>07530 312615 | Berth Responsible | Compass House, Queen Alexandra Dock, Cardiff South Glamorgan, CF10 4LT               |
| Cemex              | Cement        |                    | 02920 498782                                 | Berth Responsible | Cold Stores Road, Empire Wharf, Cardiff CF10 4LW                                     |
| <b>NEWPORT</b>     |               |                    |  |                   |  |
| Simms Metal        | Scrap         | Dominic Williams   | 01633 250650<br>07827830004                  | Berth Responsible | North Side, South Dock, Alexandra Dock, Newport, NP20 2WE                            |
| Severn Sands       | Aggregates    | Robert Breen       | 01633 266689                                 | Berth Responsible | Alexandra Dock, Newport, NP20 2UW  |
| MEX                | Cement        | Matthew Challenger | 01633 279748<br>01633 253271                 | Berth Responsible | Newport Plant, Eastern Wharf, Corporation Road, Newport, NP19 4RE                    |
| <b>PORT TALBOT</b> |               |                    |  |                   |  |
| Tata Steel         | Bulk Minerals | Mark A Davies      | 01639 871111<br>Ext.6779                     | Berth Responsible | Tata Steel- Strip Products, Port Talbot Harbour, Port Talbot Works, SA13 2NG         |
| Hansons Cement     | Cement        | John Price         | 01639 885205                                 | Berth Responsible | Port Talbot Works, Rio Tinto Wharf, Port Talbot Docks, Port Talbot SA13 1 RA         |
| <b>SWANSEA</b>     |               |                    |  |                   |  |
| Premier Cement     | Cement        | Phillip Matthews   | 01792 645302                                 | Berth Responsible | Shed E, Kings Dock, Swansea, SA1 8QT   |

### **3.5 INDEPENDENT TERMINALS ADOPTED UNDER ABP PLAN.**

As from 1st February 2006 the following independent terminals were adopted under the ABP port waste management plan. ABP will provide skips to these berths and administer same. All vessels using these berths will be charged the standard ABP environment fee as shall be in force at the time.

#### **Cardiff**

HCB / Inver Energy Queen Alexandra Dock.

EMR Roath Dock.

### **3.6 ABP SOUTH WALES REGIONAL EMERGENCY ARRANGEMENTS**

Ships' Masters and Officers are required to immediately notify the Harbour Master via contacting Cardiff LPS [tel: +44 (0) 845 6018870] (the 24hr point of contact for all issues), as the Port Authority, of any involuntary discharge of oil, oil-based products and other hazardous substances into the docks. Upon such notification, ABP's Oil Spill Contingency Plan for the South Wales Ports will be activated. Oily wastes and other chemicals collected as a result of these actions will be disposed of by road or barge, using the services of an approved waste contractor.

ABP's South Wales Port's have prepared an Oil Spill Contingency Plan according to the requirements of the Merchant Shipping (Oil Pollution Preparedness and Response Convention) Regulations 1997. The OPRC Plan was prepared in accordance with the MCPU Guidelines for ports, harbours and oil-handling facilities. It is tested on a regular basis with the last exercise being held in 2017.

### **3.7 SPECIAL PROTECTION AREAS / SPECIAL AREAS OF CONSERVATION**

ABP acknowledges that the Severn Estuary is of national and international importance for nature conservation. This importance is reflected in the various designations for the sites. Its international importance is illustrated by its notification as a Site of Special Scientific Interest (SSSI) under the Wildlife and Countryside Act 1981 (England and Wales) (Amendment) Regulations 2016

The international importance of the Severn is further indicated by its designation as a Special Protection Area (SPAs) are highly protected sites designated under the EC Birds Directive (2009/147/EC) (the Wild Birds Directive) in recognition of its mud and sand flats which provide feeding grounds for significant numbers of over-wintering birds. It is also further designated under the Ramsar Convention on Wetlands of International Importance, especially as Wildfowl Habitat, ratified in 1976.

The Severn Estuary was designated as a Special Area of Conservation (SAC) in 2009. It is considered to be one of the best areas in the UK to support a significant number of habitat types and species. The area contains features such as subtidal sandbanks, intertidal mudflats and sandflats, Atlantic salt meadows (saltmarsh) and biogenic reefs.

Also three species of migratory fish are defined both as features in their own right and as sub-features of the Estuary feature.

Additionally, hard substrate habitats, the assemblage of 114 estuarine and marine fish species and the assemblage of waterfowl species have been identified as notable estuarine assemblages.

The Ports of Newport and Cardiff are sited within the Severn Estuary SSSI, Ramsar, SPA and SAC.

It is recognised that ports operating in or near SPAs and SACs should give the highest degree of protection to these areas of European nature-conservation importance and operations which have adverse effects on their nature-conservation status should be avoided or minimised as far as practicable. Therefore under no circumstances should discharges of ship-generated waste be discharged in these areas, unless in the case of rinsing out cargo-holds, permission has been sought from the Harbour Master. This position however relates to our entire area of jurisdiction whether protected or not.

## **4. PRIOR NOTIFICATION OF WASTE TO BE LANDED**

### **4.1 LEGAL REQUIREMENT**

The Merchant Shipping (Port Waste Reception Facilities) Regulations 2003 as amended require vessels to notify their next port of call of the types and amount of waste they will be discharging during their time alongside. This information must be given at least 24 hours in advance of arrival or as soon as they leave their last port. Ports have a duty to set up schemes by which this information can be delivered. The regulations permit ports to set up an electronic notification service if they wish to process the information in this manner. Given the numbers of vessels that ABP deals with on an annual basis in our 21 ports, the Company developed an electronic notification system in late 2003 and trialled it in the four ABP ports on the Humber during January 2004. It was extended to cover the whole Company from the beginning of February 2004. ABP has an electronic notification system in place across all our ports.

### **4.2 ABP PRIOR NOTIFICATION SYSTEM**

ABP has created a website designed specifically to deal with the advance notification of vessels, including their waste notification: [www.abpnotify.co.uk](http://www.abpnotify.co.uk)

The user, either the Master or the ships' Agent on his behalf, will select the port his vessel is approaching from a list on the home page. He will then be presented with an online form (see appendix G for example form). Once the form has been completed and submitted, the information given is processed in the following ways:

- *Firstly, the information is delivered to a computer server which codes the data as 'belonging' to a particular port and stores it.*
- *Secondly, the system takes the data and generates a PDF file, which is sent on to a special 'waste' email address at the port to which the vessel is heading - The Harbour/Dock Master of the port, or whoever has responsibility for the Port Waste Management Plan, will have access to this email account and be able to print off a hard copy of the notification information if required.*

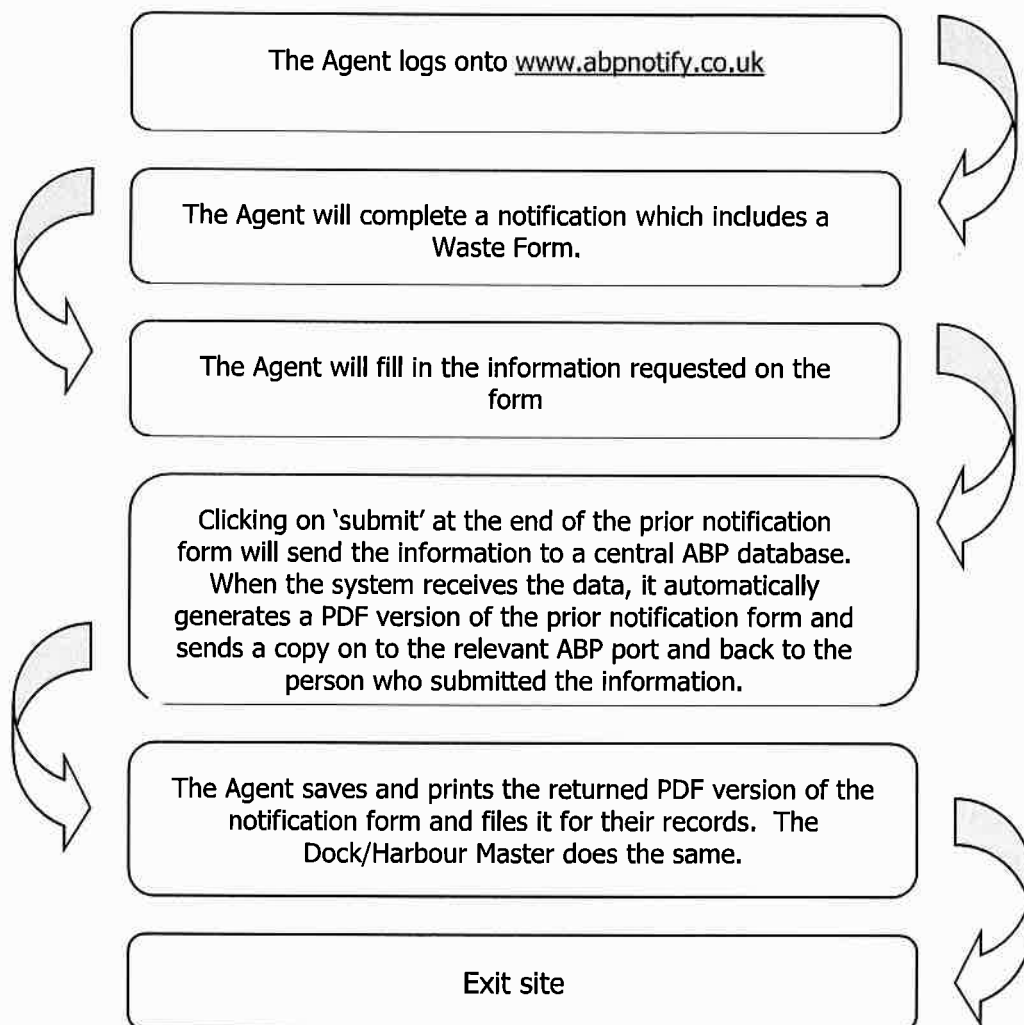
The Harbour/Dock Master of the port, or whoever has responsibility for the Port Waste Management Plan, will have access to this email account and be able to print off a hard copy of the notification information. This is necessary in case ABP becomes aware of a problem with a vessel and needs to check whether a waste return has been filed. We may select one return at random, print out a hard copy and present it to the Master for accurate verification, which would act as a check on the accuracy of prior reporting.

- *Whether a prior notification has been submitted is also flagged up on ABP's vessel information system use by Marine departments, allowing un-submitted prior notifications to be easily identified and chased accordingly.*
- *Finally, the system will generate a second PDF file and send it back to the email address of the person who submitted the information, i.e. either the Agent or the ship. This closes the loop and allows a copy of the Prior Notification form to be downloaded / printed for the ships' own records as confirmation that their waste information has been logged in advance of arrival.*

This version can be stored on board, in either hard or electronic format, to prove to Port State Control officers that the vessel has an audit trail for its waste-management

practices. This is likely to become more important as enforcement authorities around Europe begin to check on waste management as part of a vessel's survey.

**Figure 1 Prior Notification System**



An example of the Prior Notification form for the Port of Cardiff is included at Appendix F.

#### **4.3 BACK-UP SYSTEM**

Whilst aware that not all vessels using our ports have access to the internet or email facilities, we believe that most of the Agents servicing these vessels do. If, for some reason, access is denied to the notification website address, or there are difficulties in submitting the notification form, ports will hold blank copies of their own prior notification form, which will be available to Masters or Agents either by email or in paper format. Completed forms can then be faxed or emailed to the appropriate ABP port. Vessels or Agents should keep the fax transmission report as proof that the notification was given in advance of arrival. ABP will handle the recording of the information on the computer system should this circumstance arise.

An example of the Prior Notification form for the South Wales Ports is included at Appendix F.

## **5. PROVISION OF WASTE RECEPTION FACILITIES**

### **5.1 RESPONSIBILITIES**

#### **5.1.1 Port Authority**

ABP South Wales Ports has the duty to:

- Prepare and revise this Port Waste Management Plan to ensure that adequate and convenient waste reception facilities are available throughout the port estate.
- To maintain records of waste landed in the dock estate, whether or not the reception facilities used are provided or arranged by ABP.
- Maintain and publish a list of approved licensed waste contractors who are able to provide appropriate waste collection and disposal facilities to port users for all MARPOL Annex wastes. The current list is contained in Appendix E.

#### **5.1.2 Terminal Operators**

Waste-management planning within specific terminal areas is the responsibility of the terminal operator, who is required to ensure that suitable waste-reception facilities can be provided in line with MARPOL regulations unless agreed otherwise for MARPOL Annex V wastes. Terminal operators shall implement their own Port Waste Management Plans (PWMP) in accordance with the MARPOL regulations, as well as complying with the various legislation and with due regard to the general principles and requirements set out in ABP's Port Waste Management Plan. Dedicated terminal operators may have to consider setting up prior notification systems for non-exempt vessels using these facilities and will also have to make annual returns to the MCA detailing the waste landed. The PWRF Regulations make provision for such Terminal Operators to levy their own environment fee on visiting vessels to make a significant contribution to the costs of the waste reception facilities provided.

ABP does not take any responsibility for the Port Waste Management Plans or other arrangements made by dedicated terminal operators. Their PWMPs will no longer be submitted to the MCA for approval as part of our plan but will be submitted independently for the MCA's approval. This follows an agreement reached between ABP and the terminal operators during the consultation exercise for the port waste-management planning process. Table 2 lists terminals operated by parties independent to ABP and whether they fall under ABP's PWMP or have a responsibility to have their own approved PWMP.

Where an operator makes use of an ABP-managed berth – i.e., his vessels may have priority on the berth but he does not operate it exclusively – he may also make use of the waste- reception facilities provided under ABP's own waste-management arrangements. Vessels using such facilities will be expected to use ABP's prior notification system and will pay the South Wales Ports Environment Charge.

### 5.1.3 Ships' Agents

Ships' Agents acting on behalf of ship owners, Masters or managers in arranging provision of waste-disposal facilities or services shall, at all times, pay due regard to the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended), Marine Guidance Note 563, MARPOL regulations, the Environmental Protection Act 1990 and the general provisions and requirements set out in this Port Waste Management Plan. They are required to:

- Undertake the advance notification requirements (see section 4 of this plan) if their vessels cannot do it themselves, including making sure the vessel receives a copy of the returned prior notification form for its own records.
- Make the arrangements between the ship and waste management contractors for the removal and disposal of all waste streams where fixed facilities are not in place at the port, as outlined in the following section (5.2).
- Keep full records of requests made by Ships' Masters for the provision of reception facilities for, Annex II and Annex IV wastes, as well as the amounts of these wastes being disposed of through approved waste contractors.
- To keep records of the Waste Transfer Notes / Consignment notes (for hazardous wastes) generated by waste landed from their vessels for a minimum of 2 or 3 years respectively under the requirements of the Environmental Protection Act 1990.

### 5.1.4 Waste Management Contractors

Appendix E lists the authorised waste contractors who are approved to operate in ABP's South Wales Ports by virtue of their EPA Waste Management Licence issued in accordance with Section 35 of the Environmental Protection Act 1990, or Disposal Licence issued under Section 5 of the Control of Pollution (Amendment) Act 1989.

If an Agent or terminal operator wishes to use a contractor who does not appear on this list, they should advise ABP's appropriate Dock & Harbour Master of the following:

- Name of the contractor
- Copy of valid Waste Management Licence (where appropriate)
- Proof of registration as a waste carrier
- Statement of company's Environmental Policy
- List of specific types of waste that can be handled by the contractor
- Procedures for collection and disposal of the categories of waste handled by the contractor.

This information shall be provided to ABP **before** using the services of the new contractor, except in an emergency.

By law, a Waste-Transfer Note is generated by the contractor when waste is collected from the port and a copy left with the organisation employing the contractor (i.e., terminal operator, ships' Agent, etc.) The details in the transfer note form the basis of the records to be kept by ABP South Wales' contractor of the amount of waste transferred from the dock estates to disposal sites in any given year. ABP's contractor will use the information gathered from the Prior Notification forms and the Waste Transfer Notes to provide a more accurate picture of the amount of waste landed and taken for disposal. This information is required not only for returns made to the Government but also for ABP's own records, as reported in the Company's annual Corporate and Social Responsibility Reports.

## 5.2 PROVISION OF RECEPTION FACILITIES BY MARPOL ANNEX

Table 3 below shows the categories of waste which are likely to be landed under the MARPOL Regulations at the port, taking into account the types of ships and cargoes handled. Unusually large quantities of any type of waste will always require at least 24 hours notice. This should be given through the ABP Prior Notification system and directly to the waste contractor involved. The table also shows responsibility for making the necessary arrangements.

**Table 3 Categories of waste expected to be landed in the South Wales Ports and responsibility for the provision of associated facilities**

| <b>MARPOL Annex</b> | <b>Type of Waste</b>                            | <b>Frequency of use of facilities</b> | <b>Responsibility for the provision of facilities</b>           |
|---------------------|---|---------------------------------------|---|
| Annex I             | Oil   | Infrequent                            | Terminal Operators / Ships' Agents                              |
| Annex II            | Hazardous substances                            | Infrequent                            | Terminal operators / Ships' Agents                              |
| Annex IV            | Sewage  | Infrequent                            | Terminal operators / Ships' Agents                              |
| Annex V             | Garbage   | Common                                | Associated British Ports/<br>Terminal operators / Ships' Agents |
| Annex VI            | Air pollution from ships / exhaust gas residues | Infrequent                            | Terminal operators / Ships' Agents                              |

The following arrangements have been made for the reception of waste in each MARPOL Annex which is likely to arise at the port. The information has been summarised in Table 4, which denotes the type and capacity of reception facilities and the costs for using them.

### 5.2.1 Annex I – Oil

Ships' Agents, using licensed waste contractors, make arrangements for the collection of oily wastes from all areas of the port. Collection is normally by road tanker. Most waste contractors require 24 hours notice to collect oily waste. Waste oil drums, whether empty or containing oil/oily water, must not be landed on the Dock Estate, but

must be disposed of via an approved contractor listed in Appendix F arranged by the ship's agent.

Accidental oil spills must be reported to the Harbour/ Dock Master via Cardiff LPS on +44(0) 2920 835023 as soon as possible.

### **5.2.2 Annex II – Noxious liquid substances**

Fixed facilities for the reception of tank or hold washings are not in place, but can be readily disposed of by approved waste contractors, generally removed by road tanker, with arrangements being made through the ships' Agents or directly with the waste contractors (listed in Appendix F). Most contractors require 24 hours notice. Tank washings are not allowed to be discharged into the dock waters and all bulk carriers must seek permission from the harbour / dock master before any bulk-cargo holds are rinsed out in port.

Accidental chemical spills or releases of bulk cargoes must be reported to the Harbour/ Dock Master via Cardiff LPS on +44(0) 2920 835023 as soon as possible.

### **5.2.3 Annex IV – Sewage**

Fixed facilities for the reception of sewage are not in place, but can be readily disposed of by approved waste contractors, generally removed by road tanker, with arrangements being made through the ships' Agents or directly with the waste contractors (listed in Appendix F). Most contractors require 24 hours notice. Untreated or part-treated sewage must not be discharged whilst in port (must only be discharged when more than 12nm or 3nm from land respectively).

Accidental releases of sewage must be reported to the Harbour/ Dock Master via Cardiff LPS on +44(0) 2920 835023 as soon as possible.

### **5.2.4 Annex V – Garbage**

ABP South Wales Ports provides covered bins for the disposal of domestic garbage and food waste, originating from within the European Union, at fixed locations around the dock estate – see plan at Appendix I. A licensed waste contractor, BIFFA, empties these bins on a regular basis. This process is kept under constant review and the frequency of collection, number of bins and locations can be altered to meet demand. These facilities are available to ships on ABP-managed berths at all times.

Ships' crews are expected to use the appropriate bins for the waste to be disposed of, which are labelled accordingly. They are also expected to make sure the waste is placed totally inside the receptacle and that the lid is shut firmly to prevent birds, rodents or rain from getting in or the contents escaping.

### **5.2.5 Hazardous Wastes**

Hazardous wastes are any waste substances that are considered a threat to people or the environment by virtue of their hazardous properties, including explosive, flammable, oxidising, irritant, toxic, harmful, carcinogenic or corrosive properties. In addition to the oil wastes and noxious liquid substances described above, ship-generated hazardous wastes can include but is not limited to the following:

- Oily wastes, including rags, absorbents & oil contaminated materials
- Drums containing oil or oily residues
- Paint tins still containing paint

- Certain liquid wastes
- Fluorescent tube light bulbs
- Tyres
- Batteries
- Adhesives & resins
- Drums containing chemicals, such as cleaning products, detergents, degreasers etc with hazardous properties
- Aerosols
- Coolants
- Materials containing asbestos
- Electrical equipment (fridges, telephones, monitors, televisions, etc.)
- This also includes International Catering Waste (see 5.2.6)

It is imperative that these waste streams are separated from garbage as they are classed as hazardous wastes so should NEVER be placed in the general waste facilities provided and alternative arrangements made.

ABP does not provide facilities for the disposal of such items therefore it is the responsibility of the ship's Agent to arrange for the reception and appropriate disposal of all hazardous wastes with an approved waste contractor (see Appendix F). All ships' hazardous wastes must be managed according to the Hazardous Waste (England and Wales) Regulations 2005, as amended, which set out procedures to be followed when receiving, carrying and disposing of hazardous waste. The Master of the ship is responsible for obtaining and completing a consignment note before any hazardous waste is removed from a ship by an authorised waste contractor.

When making separate arrangements for the collection of hazardous waste the waste contractor will require a unique code for the consignment note. The procedure for creating this code is as follows – the port's premises code should not be used for ship-derived waste.

Coding standard: SHPXXX/YYYYZZ

So for a collection of waste from a ship owned by Alexandra Enterprises, docked in the postcode of EC1N 2LR the code will be SHPEC1/AE101

Where

SHP denotes a collection of waste from a ship.

XXX Is the alphanumeric that may be used as required, e.g. the first three letters of the postcode of the harbour where the ship is docked. (For ABP South Wales Ports codes are as follows: Swansea – SA1, Port Talbot – SA13, Barry – CF6, Cardiff – CF1, Newport – NP2)

YYY Is an alphanumeric denoting the trade name of the business that operates the ship

ZZ Is an alphanumeric giving a unique identification.

### **5.2.6 International Catering Waste (ICW)**

ABP do not provide facilities for the collection of ICW under the Mandatory environmental levy. Any vessel that wishes to land such waste must make an arrangement with one of the approved contractors, giving sufficient notice. Agents, operators and ships masters should note that, ICW covers food and galley waste from any vessel that has visited a port outside of the European Union(whether or not provisions were taken on board) This does not just apply to the last port visited. Port Health officers have previously audited vessels visit records to determine if galley waste they have landed should fall under the category of ICW. . On these occasions the quayside containers have been quarantined and the ship held financially responsible for the disposal of the contents, cleaning of the quayside container and any costs involved in substituting the container. If a vessel has sailed outside of the EU and the Captain certifies that all foodstuffs onboard at the time the vessel visited a non EU port are no longer onboard and the ships food storage areas have been cleaned and disinfected, Port Health officers should accept that any galley waste put into non hazardous Annex V reception Facilities in S. Wales ports is not ICW. Procedure for dealing with unintentional landing of ICW and accidental spills of ICW can be found in Appendix L Page 67.

### **5.2.7 Cargo Associated Waste**

Throughout ABP's ports, cargo-associated waste such as dunnage, packaging and strapping, is dealt with under the same arrangements as for waste generated through the operational activities taking place on the quayside, such as stevedoring. It is not considered as part of the MARPOL ship-generated arrangements. The only exception to this is for the purposes of prior notification of waste to be landed, where information on cargo-associated waste and cargo residues is requested as part of the advance notification system.

ABP South Wales provides large general skips for the disposal of operational waste. ABP's Operations Team controls the number and location of these bins around the dock estates. Licensed waste contractors empty them on a regular basis.

Permission must be sought from the Harbour / Dock Master before any bulk cargo holds are rinsed out into dock waters and this will not be permitted for cargoes that are a potential marine pollutant.

### **5.2.8 Waste Minimisation & Recycling**

ABP has a corporate policy to encourage the responsible management of waste, including minimisation and recycling, at the point of its generation. However, the management of ship-generated waste on board vessels, and the extent to which waste is minimised at source, is a matter for ship owners and operators. Evidence from our Port Waste Management Questionnaires (in use from 1998 until superseded by the Prior Notification forms) suggests that a significant proportion of vessels have waste minimisation and treatment equipment on board. These include oily waste separators, incinerators, compactors, shredders, sewage treatment facilities and the separation at source of garbage wastes for recycling or discrete disposal routes. This information has been used to determine the waste management arrangements currently in place in ABP's South Wales Ports. Although careful minimisation and treatment of such wastes

at source will reduce the amount of waste landed in ports, it will not eliminate it altogether.

ABP's South Wales MARPOL Annex V waste contractor, Biffa, Aim to recycle a large percentage of all ship generated non hazardous waste. After collection from ABP South Wales port reception facilities the Waste is taken to the Biffa Waste recycling centre where the waste is separated for recycling and the remainder sent to licensed landfill sites. While all Annex V non Hazardous ship generated waste is collected in the same containers Ships and ship owners may help ABP and Biffa Waste to recycle as high a proportion as possible by ensuring that non recyclable galley waste (generated within the EU) is double bagged in sturdy plastic bags so as not to contaminate other recyclable waste that is collected in the same container.

ABP has investigated various options during the review of this plan to see what facilities ships would require, whether they are available and cost effective. Where facilities are required, available and cost effective they will be provided to visiting ships.

At present we have no other facilities available at the South Wales Ports other than MARPOL ANNEX V.

**Table 4 Type, capacity and typical cost of Port Waste Reception Facilities at ABP South Wales Ports**

| OILY WASTES            |   |   |   |   |   |   | NOXIOUS OR HAZARDOUS SUBSTANCES                                       | SEWAGE  | GARBAGE   |   |   |
|------------------------|---|---|---|---|---|---|---|---|---|---|---|
|                        | Oily garbage  | Dirty ballast water   | Tank washings (slops)   | Oily mixtures containing chemicals                                    | Scale & sludge from tank cleaning operations                          | Sludge from purification of fuel oil                                  | Categories X, Y or Z  | Black water   | MARPOL Annex V Domestic garbage & Food waste of EU origin | Food waste of non-EU origin (ICW)   | Cargo Waste   |
| Type of facility       | Collection by road tanker or barrel(s)                                | Collection by road tanker or barrel(s)                                | Collection by road tanker or barrel(s)                                | Collection by road tanker or barrel(s)                                | Collection by road tanker or barrel(s)                                | Collection by road tanker or barrel(s)                                | Collection by road tanker or barrel(s)                                | Collection by road tanker or barrel(s)                                | Waste containers as per map in Appendix I                 | Leak proof and sealed containers  | Open, covered and lockable skips as per map in Appendix I                 |
| Capacity of facility   | 23m³ Tanker / barrel(s)   | 23m³ Tanker / barrel(s)   | 23m³ Tanker / barrel(s)   | 23m³ Tanker / barrel(s)   | 23m³ Tanker / barrel(s)   | 23m³ Tanker / barrel(s)   | 23m³ Tanker / barrel(s)   | 23m³ Tanker / barrel(s)   | 6.1m³ Skips   | 6.1m³ Skips On demand   | 2 – 15 yd³ skips  |
| Method of Notification | Via Agent<br>Contact waste contractor directly – Listed in Appendix D | Via Agent<br>Contact waste contractor directly – Listed in Appendix D | Via Agent<br>Contact waste contractor directly – Listed in Appendix D | Via Agent<br>Contact waste contractor directly – Listed in Appendix D | Via Agent<br>Contact waste contractor directly – Listed in Appendix D | Via Agent<br>Contact waste contractor directly – Listed in Appendix D | Via Agent<br>Contact waste contractor directly – Listed in Appendix D | Via Agent<br>Contact waste contractor directly – Listed in Appendix D | Waste placed directly in bins provided by ship's crew     | Waste removed from ship in sealed container and placed directly in bin provided | Fixed facility waste placed directly in skip by ship's crew or stevedores |
| Notice require         | 24 hrs  | 24 hrs  | 24 hrs  | 24 hrs  | 24 hrs  | 24 hrs  | 48 hrs  | 24 hrs  | No notice required  | 24 hrs  | No notice required  |
| Frequency of emptying  | On request  | On request  | On request  | On request  | On request  | On request  | On request  | On request  | Twice weekly  | On request  | Matches demand  |
| Total annual           | Matches demand  | Matches demand  | Matches demand  | Matches demand  | Matches demand  | Matches demand  | Matches demand  | Matches demand  | Matches demand  | Matches demand  | Matches demand  |
| Typical cost of use    | Prices available on request.  | Prices available on request   | Prices available on request   | Specific charges depending on nature of waste                         | Prices available on request   | Prices available on request   | Specific charges depending on nature of waste                         | Prices available on request   | Cost of service covered by Mandatory Waste Fee £76.64     | Prices available on request   | Separate arrangement must be made via agent                               |

### 5.3. LOCATION OF FACILITIES

Based largely on operational requirements established during the lifespan of the previous Port Waste Management Plan, ABP South Wales has considered how best to locate its garbage-reception facilities to ensure that there is no disincentive to their use. In determining the most suitable locations for placing waste-reception facilities if they are required on the quaysides, the port has considered the following factors:

- **Access** – Ideally, the route to and from the general Ships waste skips should be clear from obstructions to ensure safe access to both the ships' crews and the waste contractors. For reasons of safety, the skips and bins are located at the perimeters of the main operational areas. Due consideration has been given to the areas of activity of forklifts, trucks, cranes and road vehicles.
- **Distance from berths** - Experience from our waste-management arrangements has shown that best use is made of garbage-reception facilities when there is as short a distance as possible between the vessels and the bins. In view of this, and also with regard to operational safety on the quaysides, where possible, cargo and general garbage skips are placed in such a way as to minimise the maximum distances required for the ships' crews to travel to deposit waste.
- **Visibility** – Bright red and clearly labelled
- **Signage** - The garbage bins are clearly labelled to aid ships' crews in finding them. The Bins are also clearly signed as to what can and cannot be placed in the bin
- **Lighting** - The general cargo and garbage skips are located near lighting, wherever possible, so as to allow safe use around the clock.
- Colour and symbols – see 5.4

Their locations are detailed in table 5 below and the port plans in Appendix I.

**Table 5 Location of Ship-Generated Waste Reception Points at the ABP-managed berths for South Wales Ports**

| Port           | Location in Port                      |
|----------------|---------------------------------------|
| <b>Swansea</b> | SW 1 Between A & B Sheds Kings Dock   |
|                | SW 2 East End of D Shed Kings Dock    |
|                | SW 3 4 Quay Kings Dock                |
|                | SW 4 West Graigola Wharf Kings Dock   |
|                | SW 5 Phoenix Wharf Kings Dock         |
| <b>Barry</b>   | B 1 31 Berth No 2 Dock                |
|                | B 2 Navigator Terminal No 2 Dock      |
|                | B 3 No.3 Dock Basin                   |
| <b>Cardiff</b> | C 1 D Shed Queen Alexandra Dock       |
|                | C 2 F Shed Queen Alexandra Dock       |
|                | C 3 H Shed Roath Dock                 |
|                | C 4 Seawood Shed Queen Alexandra Dock |

|                |      |   |
|----------------|------|---|
|                | C 5  | Valero Terminal Roath Dock                |
|                | C 6  | Oil Berth No 1 Queen Alexandra Dock       |
|                | C 7  | Container Terminal Queen Alexandre Dock   |
|                | C 8  | EMR berth Roath Dock                      |
| <b>Newport</b> | NP 1 | 1 Section South Quay South Dock           |
|                | NP 2 | 3 Section South Quay South Dock           |
|                | NP 3 | 4 Section South Quay South Dock           |
|                | NP 4 | 7 Section North Quay South Dock           |
|                | NP 5 | 9 Section North Quay South Dock           |
|                | NP 6 | 24 section Jewsons / International Timber |
|                | NP 7 | East Lock                                 |
|                | NP 8 | North dock 22 section Dowds Terminal      |

#### 5.4. SIGNAGE OF FACILITIES

There is no IMO standard symbol to depict reception facilities for food waste. In all South Wales Ports, bins for receiving general garbage and EU-food waste are coloured Red. Special bins for receiving non-EU food waste are available on request.

Signposts have been used to clearly identify the location of waste-reception points around the ABP-managed berths at the ports. The locations for garbage skips are indicated by large yellow signs with black type stating "WASTE RECEPTION POINT FOR SHIP-GENERATED WASTE". Such signs provide essential information for port users and waste contractors alike. The use of symbols and translated phrases on the signs make the use of garbage- reception facilities easier and provide further information to ships, especially for their non-English speaking crews.

The ship's waste reception facilities are signed as per Appendix K.

Special editions of the waste management information can be supplied in foreign languages if required.

#### 5.5. COST OF FACILITIES

All ships, apart from vessels holding a MCA exemption certificate, fishing vessels and recreational craft authorised or designed to carry no more than 12 passengers, must contribute significantly to the cost of reception facilities through a mandatory charge, irrespective of their actual use of the facilities although it is recognised that the cost of using port waste-reception facilities should not be so high as to encourage disposal at sea.

It is ABP's policy to reclaim 100% of the costs involved in providing waste reception facilities from eligible vessels, including an element for our administration of the system.

The South Wales Ports mandatory waste fee can be found [here](#) on page 12, which covers the costs of the provision of appropriate bins for receiving ship-generated EU garbage only.

**The Mandatory waste fee will not cover any costs associated with disposal of any other the MARPOL Annex wastes. For details of other MARPOL waste stream costs and disposal arrangement please refer to table 4 and section 5.6.**

The calculations for the mandatory waste fee are set out in Appendix H. This charge is likely to change on an annual basis to reflect changes in costs associated with the provision of the facilities and the disposal of the waste. The Mandatory Waste Fee does NOT cover any costs associated with the disposal of the MARPOL Annex wastes outlined in section 5.6 or other waste streams disposed of via 'direct contract' arrangements. These will remain as separate costs to be negotiated and paid by the ship or her agent.

## **5.6 COSTS ASSOCIATED WITH MARPOL WASTES**

### **5.6.1 MARPOL ANNEX I - OILY WASTE**

Arrangements for oily waste-reception facilities in all areas of the ports are made by Ships' Agents using licensed waste contractors. Ships' Agents will recover the costs incurred through the normal channel of ships' disbursements. In general a direct charge is made for the single use of oil collection services in the port, which varies according to the amount and types of oily wastes landed and contractor used.

Waste removal is a highly competitive business and charges vary considerably between companies, it is therefore difficult to obtain a typical cost.

### **5.6.2 MARPOL ANNEX II – HAZARDOUS SUBSTANCES**

Arrangements for hazardous substances reception facilities in all areas of the ports are made by Ships' Agents using licensed waste contractors. Ships' Agents will recover the costs incurred through the normal channel of ships' disbursements

In general a direct charge is made for the single use of collection services for hazardous substances in the port, which varies greatly according to the amount and types of chemical wastes landed.

Considering the highly variable toxicity and range of handling requirements for the different types of hazardous substance that might be landed in the port, the charges made for the collection of these wastes are highly substance specific. For this reason, there are no typical charge can be given for the use of this reception facility.

### **5.6.3 MARPOL ANNEX IV – SEWAGE**

Arrangements for sewage-reception facilities in all areas of the ports are made by Ships' Agents using licensed waste contractors. Ships' Agents will recover the costs incurred through the normal channel of ships' disbursements

In general a direct charge would be made for the collection of sewage wastes by road tanker depending on the amounts landed and the contractor used.

However, at present there is no obligation for the port or terminals to provide such reception facilities or for port users to use them.

#### **5.6.4 MARPOL ANNEX V – GARBAGE**

ABP South Wales have investigated a number of possible methods of charging for the use of reception facilities for garbage from ships, each with its advantages and disadvantages. On consideration it was decided that indirect charging was the method most unlikely to act as a disincentive towards the use of garbage-reception facilities in the port. The Mandatory Waste Fee is a separate charge, not related to ship's dues, for the use of garbage facilities in the common-user berths of the South Wales Ports and will apply on a per ship per call basis, regardless of whether the facilities are used.

#### **5.7 CARGO-ASSOCIATED WASTES**

The cost of the skips provided for cargo-associated Wastes is recovered by ABP South Wales as a proportion of the dues paid by a vessel for entering the port. This is separate from the mandatory Environment Charge levied to pay for the reception facilities for ships' garbage and the direct charges negotiated between the vessel's Agent and waste-management contractors for the removal and disposal of the other MARPOL wastes.

#### **5.8 VESSELS FALLING OUTSIDE THE SCOPE OF THE REGULATIONS'**

For fishing vessels, recreational craft and the other classes of vessels which are exempted or otherwise not included in the scheme to satisfy the Regulations, ABP South Wales Ports or the appropriate Terminal Operator must still provide adequate waste reception facilities. The costs of these will be met from Harbour Dues or other charges levied on the vessels in question, but all waste management costs will be clearly outlined in the published Tariff or agreement.

### **6. CONSULTATION, COMMUNICATION AND REVIEW**

#### **6.1. CONSULTATION**

As with the previous Port Waste Management Plans for the port, ABP South Wales is required to consult with all port users and other organisations having a reasonable interest in the proper disposal of waste arising from shipping activities. The simplest way of ensuring that reception facilities meet the needs of port users and complying with the requirements of the regulations is to talk to those who need to make use of them. During the life of the previous PWMP, a waste questionnaire was used to not only notify the port of the amount and types of waste landed from vessels but also as a means of drawing attention to any areas where service provision could be improved.

The port must ensure that all parties in the waste-management chain – Crew, Ships' Agents, Terminal Operators and Waste Management Contractors – fulfil specific responsibilities as detailed in Section 5, in order to facilitate the plan's satisfactory

operation. Most importantly, the port is required to collate and submit to Government annual records of waste landed. These records originate from port users, ships' agents and waste management companies. Since early 2004, these figures have been provided by ABP's electronic prior-notification system set up to deal with one of the new requirements of the 2003 Port Waste Reception Facilities (PWRF) Regulations. For further details on this system, please refer to Section 4.

The full consultation exercise for this PWMP has included representation from port users, waste-management contractors, the local Maritime & Coastguard Agency, the Environment Agency, Port Health Authority, Local Authorities and local DEFRA officers. Consultation has been undertaken using a number of methods, including letters, emails, informal discussions, presentations and formal meetings. The subjects under discussion have been:

Under the 2003 Regulations as amended, ports and harbours are required to consult with all port users and other organisations that have a reasonable interest in the proper disposal of waste arising from shipping activities.

The consultation exercise for this PWMP has involved contacting the parties named in Table 6 below. The subjects which have been taken into account include:

- overall operation of the existing Port Waste Management Plan
- changes introduced in this new plan
- type, capacity, number and adequacy of reception facilities
- the requirements of the PWRF Regulations 2003 as amended and the Animal By-Products (Enforcement) (No.2) (Wales) Regulations 2011
- location and ease of use of reception facilities
- cost of facilities and the ABP mandatory waste Charge
- prior notification of waste to be landed, waste statistics and record keeping by ships using the Port's facilities (ship operators/agents, terminal operators and waste contractors)
- amounts of waste stored by ships on board for later disposal at another port (ship operators and agents)
- promotion of proper method of disposing of food waste originating from outside the European Union
- recycling requirements of visiting vessels

**Table 6      Individuals and organisations consulted**

| <b>Name &amp; Organisation</b>                          | <b>Reason for involvement</b>  | <b>Method of involvement</b>                                   | <b>Area of particular interest</b>  |
|---|--|--|---|
| <b>Maritime &amp; Coastguard Agency</b>                 | Regulators of Port Waste Reception Facilities Regulations 2003                             | Letter or Email and meetings                                   | <ul style="list-style-type: none"> <li>▪ Overall operation of the PWMP</li> <li>▪ Prior notification system</li> </ul>  |
| <b>Natural Resources Wales</b>                          | Regulators of land-based waste reception facilities  | Letter or Email<br>South Wales Ports Web Site                  | <ul style="list-style-type: none"> <li>▪ Waste-disposal sites</li> <li>▪ Overall operation of the PWMP</li> </ul>   |
| <b>Local Authorities</b>                                | Port Health Authority  | Letter or Email, and Meetings                                  | <ul style="list-style-type: none"> <li>▪ Environmental health implications for the reception &amp; disposal of waste</li> </ul>   |
| <b>Animal and Plant Health Agency</b>                   | Regulators of Animal By-Products Regulations (Enforcement) (No.2) (Wales) Regulations 2011 | Email and Meeting<br>South Wales Ports Web Site                | <ul style="list-style-type: none"> <li>▪ Food-waste reception &amp; disposal</li> </ul>   |
| <b>Animal Health and Veterinary Laboratories Agency</b> | Regulators of Animal By-Products Regulations (Enforcement) (No.2) (Wales) Regulations 2011 | Email and Meeting<br>South Wales Ports Web Site                | <ul style="list-style-type: none"> <li>▪ Food-waste reception &amp; disposal</li> </ul>   |
| <b>Terminal Operators</b>                               | Provision and use of waste reception facilities  | Letter or Email  | <ul style="list-style-type: none"> <li>▪ Waste-reception charges</li> <li>▪ Information requirements</li> <li>▪ Prior notification system</li> <li>▪ Location &amp; adequacy of waste reception facilities</li> </ul> |
| <b>Ships' Agents</b>                                    | Provision and use of waste reception facilities – representatives of port users            | Letter or Email and Meetings<br><br>South Wales Ports Web site | <ul style="list-style-type: none"> <li>▪ Waste-reception charges</li> <li>▪ Information requirements</li> <li>▪ Prior notification system</li> <li>▪ Location &amp; adequacy of waste reception facilities</li> </ul> |
| <b>Waste Contractors</b>                                | Representatives of waste management industry and providers of service                      | Letter or Email, Presentations and Meetings                    | <ul style="list-style-type: none"> <li>▪ Arrangements for handling waste from vessels</li> </ul>  |
| <b>Sea Fisheries Committee</b>                          | Interested authority   | Letter or Email  | <ul style="list-style-type: none"> <li>▪ Waste-disposal arrangements for fishing fleet</li> </ul>   |
| <b>Tenants</b>  | Interested party   | Letter or Email  | <ul style="list-style-type: none"> <li>▪ Information</li> </ul>   |

Table 7 Summary of comments made during consultation

| <b>Name &amp; Organisation</b>                          | <b>Summary of Comments</b>  | <b>Actions taken</b>   |
|---|---|--|
| <b>Maritime &amp; Coastguard Agency</b>                 | <ul style="list-style-type: none"> <li>▪ Advice on reference to relevant legislation</li> <li>▪ More clarification on where responsibilities for PWMP lie for berth / tenants</li> <li>▪ Inclusion of Marpol Annex VI to Table of Annexes</li> <li>▪ Inclusion of details of how to deal with non compliant vessels.</li> <li>▪ Include details on how users are informed of the system</li> <li>▪ Provide summary of comments made during consultation</li> <li>▪ Include last 3 years total waste received / retained detail.</li> </ul>  | <ul style="list-style-type: none"> <li>▪ All recommend items added to plan</li> </ul>  |
| <b>Natural Resources Wales</b>                          | <ul style="list-style-type: none"> <li>▪ Update legislation - Environmental Permitting Regulations</li> <li>▪ Their understanding - Harbour Master should receive a copy of a consignment note for hazardous waste removed as ships waste even if undertaken by the direct contract method</li> <li>▪ Give due consideration in the Plan to the new Oil Storage Regulations Wales 2016</li> <li>▪ 5.2.5 List of hazardous waste streams that may occur as ships waste may be more extensive than those specified in the document and liquid wastes may not be classified as hazardous under UK legislation</li> </ul> | <ul style="list-style-type: none"> <li>▪ Legislation updated</li> <li>▪ Clarification sought</li> <li>▪ Section added</li> <li>▪ Greater detail given in this section</li> </ul> |
| <b>Local Authorities</b>                                | <ul style="list-style-type: none"> <li>▪ No comments received at resubmittal</li> </ul>   | <ul style="list-style-type: none"> <li>▪ None</li> </ul>   |
| <b>Animal and Plant Health Agency</b>                   | <ul style="list-style-type: none"> <li>▪ Include procedure for accidental ICW contamination of land</li> <li>▪ Update Landfill Site used it had changed since last plan</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Steps added to ICW procedure</li> <li>▪ Landfill site updated</li> </ul>  |
| <b>Animal Health and Veterinary Laboratories Agency</b> | <ul style="list-style-type: none"> <li>▪ No comments received at resubmittal</li> </ul>   | <ul style="list-style-type: none"> <li>▪ None</li> </ul>   |
| <b>Terminal Operators</b>                               | <ul style="list-style-type: none"> <li>▪ EMR / SW Exports Welcome the provision restarting</li> <li>▪ Inver / Prax clarification on responsibilities regarding stores pallets</li> </ul>  | <ul style="list-style-type: none"> <li>▪ FEL's arranged for delivery.</li> <li>▪ Agents contacted regarding removal of pallets</li> </ul>  |
| <b>Ships' Agents</b>                                    | <ul style="list-style-type: none"> <li>▪ Cory Brothers - Clarification on Amber / Biffa change</li> </ul>   | <ul style="list-style-type: none"> <li>▪ Clarification given</li> </ul>  |
| <b>Waste Contractors</b>                                | <ul style="list-style-type: none"> <li>▪ Ongoing consultation regarding provision setup, information gathered and invoicing due to change of provider</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Meeting and visit to sites undertaken, points to address</li> </ul>   |
| <b>Sea Fisheries Committee</b>                          | <ul style="list-style-type: none"> <li>▪ No comments received at resubmittal</li> </ul>   | <ul style="list-style-type: none"> <li>▪ None</li> </ul>   |
| <b>Tenants</b>  | <ul style="list-style-type: none"> <li>▪ No comments received at resubmittal</li> </ul>   | <ul style="list-style-type: none"> <li>▪ None</li> </ul>   |
| <b>Harbourmaster South Wales</b>                        | <ul style="list-style-type: none"> <li>▪ Data collection procedure – CD's no longer used in data collection</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Removed from plan</li> </ul>  |

*Consultation with the ships' agents and terminal operators is a continuous process, undertaken by the Port Waste Environment Team on an individual basis or through more formal gatherings as required. Consultation with regulatory bodies and other interested parties will be undertaken on an annual basis or at shorter intervals if any significant changes in operations take place. The 2003 PWRP Regulations increase the lifespan of a Port Waste Management Plan from two years to three, so a complete review of this plan and the procedures associated with it will be carried out in 2021. Should operational activities alter substantially before that date, a new Port Waste Management Plan will be drafted to deal with the situation as it arises.*

## **6.2 DATA COLLECTION**

ABP South Wales Ports is required to collate the following information on an annual basis:

- The amounts of each type of waste ACTUALLY received in the port
- The amounts of each type of waste which SHOULD be received in the port from prior notification information
- The amounts of each type of waste STORED BY SHIPS for reception elsewhere.

This information is available from the data collection element of our Prior Notification system (which can be used to retrieve summaries of past notifications as well as single notifications) and the Waste Transfer Notes from our waste management contractor for the ship's garbage facilities we provide.

Where vessels do not have to provide advance notification of waste to be landed, ABP South Wales Ports will only have the figures from the Waste Transfer Notes for facilities we have provided them with as an estimate of how much waste has been discharged.

Since June 2004, this information has been available from the data collection element of our Prior Notification system. When the ship submits its advance notification of waste to be landed in one of our South Wales ports, the information is coded and stored in a spreadsheet. The Harbour Master/Port Waste Management Team has access to this spreadsheet and can see which ships have notified us in advance of arrival, how much/what types of waste they say they will offload and how much they intend to keep on board for discharge at another port of call.

The system has been designed to give totals for any of the information held in a spreadsheet, for example: number of vessels in a month, amount of garbage notified for discharge, amount of prescribed wastes kept on board for disposal elsewhere, etc. The Harbour Master/Port Waste Management Team will be able to calculate the amounts of all waste types which should be received and the amounts remaining on board from this raw data source. This is regardless of whether the waste in question is intended for an ABP bin or is disposed of via a direct contract with an approved contractor. The Prior Notification forms are designed to be held as 'live' documents for a month after delivery. However, the system is also capable of having a historic file regenerated on request.

ABP's waste management contractor receives, and retains, a Waste Transfer Note covering all waste receptacles for all ports. When a vessel discharges other MARPOL wastes through the direct services of a waste contractor, the Master should also receive a

Waste Transfer Note and the waste contractor should record how much waste was removed. A condition of being approved to operate on an ABP port estate is that the waste contractor shall provide ABP with the information relating to the amount of waste removed in this manner on a quarterly basis. As a result of the new regulations, we have taken the opportunity to tighten up the WTN system and will use them as the best indicator available of the amounts of waste actually landed. The WTN's will be kept for a minimum of three years.

In this way, the Prior Notification system and the existing use of Waste Transfer Notes will allow ABP to gauge how much waste is notified for disposal, is kept for discharge in another port, and is actually offloaded within the port. This information will be gathered together at the end of the year for submission to the MCA in the formats required by Annexes C and D to the MCA's document, 'Port Waste Management Planning – A Guide To Good Practice' ( April 2004).

### **6.3 ASSESSING THE NEED FOR WASTE RECEPTION FACILITIES**

The experience gained from the previous port Waste Management Plan, along with the waste-management arrangements within the port, have been instrumental in assessing the ongoing need for waste-reception facilities. As a corporate exercise in 2003, ABP asked all its UK ports to consider whether their existing waste-management arrangements were using the right equipment for the waste landed, delivering appropriate levels of service and best value for money for the users.

ABP's South Wales Ports reviewed their operations in December 2003 and October 2010 and this Revised Port Waste Management Plan reflects the arrangements that are now in place as a result of this process. As with the previous plan, the port and personnel will ensure that the capacity of the facilities provided is sufficient to handle the amounts of waste that might be generated by ships, now and in the future. The collection process and capacities will be kept under constant review and the frequency of collection will be altered to meet demand as necessary.

The Prior Notification form contains contact details for the Deputy Harbour Master, who has overall responsibility for the implementation of this Port Waste Management Plan and the provision of facilities for ship-generated garbage. Any inadequacies in the available facilities should be reported directly to him using this information.

**It is ABP's policy to work with ships' agents and licensed waste contractors to provide whatever waste reception facilities are required by incoming vessels. The Prior Notification for waste system would be utilised to ensure that the appropriate waste reception facilities are available to handle whatever capacity of waste is required to be removed from a ship**

## **6.4 SHIP NON-COMPLIANCE**

Where possible the terminal operator or harbour authority faced with a ship that has not complied with the need to notify and/or offload waste should inform the nearest MCA Office. Such ships may then be targeted for inspection by the MCA and destination harbours/terminals will be warned of their non-compliance. Masters and owners of ships that fail to comply with the requirements may be guilty of an offence and liable on summary conviction to a fine as provided for in regulations 18 (2), (3) and (4) of the 2003 Regulations as amended.

## **6.5 COMPLAINT PROCEDURE**

Should the Master of a vessel believe that the port waste reception facilities are inadequate they should notify the Harbour Master accordingly using the contact details on the prior notification form.

If it is felt that a complaint or issue is not dealt with in a satisfactory manner, then the matter can be referred to the MCA, (using Annex D of MGN 563), at the following address: -

PWR Inadequacies  
Environmental Quality Branch  
Maritime and Coastguard Agency  
Spring Place  
105 Commercial Road  
Southampton SO15 1EG

## **6.6 INFORMATION / COMMUNICATION**

ABP has considered a number of possible methods to ensure that all port users are aware of waste-management procedures, including the operation of the Prior Notification system, the location of bins and the costs of using reception facilities. The various methods include:

- letters sent to Agents detailing the additional requirements for both the port and the ships/Agents contained in the Port Waste Reception Facilities Regulations
- briefing notes and presentations for Agents and terminal operators on the Prior Notification system and new Port Waste Management Plan
- summary leaflets outlining both the six steps of the Prior Notification system and the details of waste-management procedures
- notification on ABP websites of new arrangements
- circulation of new Port Waste Management Plan to all Agents and regular port users
- direct representation to Master by Pilots
- notice boards and signage highlighting waste-reception facilities

port maps showing location of waste-reception facilities.

Information leaflets specific to ABP South Wales Ports' waste arrangements will be supplied to Masters and also by the ships' Agents as they arrive in the port. An example of this is attached in appendix J.

All agents and other consultees will be notified by email / letter when this new approved plan is in place and any corresponding amendments to waste arrangements.

A copy of ABP South Wales Ports approved Port Waste Management Plan will be available from the Harbour Master in an electronic format as well as on [http://www.southwalesports.co.uk/Port\\_Information/Waste/](http://www.southwalesports.co.uk/Port_Information/Waste/)

## **6.7 REVIEW PROCEDURE**

A complete review of this Plan and the procedures associated with it will be carried out in 2021 (3 years time). Should operational activities alter substantially before that date, a new Port Waste Management Plan will be drafted to deal with the situation as it arises. As with the review process that produced this Plan, the next exercise will consider:

- continuous feedback from consultation on all aspects of the waste management planning process
- changes in type and volume of traffic using the port
- updated and improved records of the amounts of waste notified in advance of arrival and actually landed and disposed of
- any relevant changes in MARPOL Regulations, such as the designation of additional Special Areas or the ratification or introduction of new Annexes.

## **APPENDICES**

|                   |   |
|-------------------|---|
| <b>APPENDIX A</b> | <b>EXAMPLES OF GARBAGE &amp; DEFINITION</b>   |
| <b>APPENDIX B</b> | <b>FURTHER INFORMATION ON THE APPLICABILITY OF THE PORT WASTE RECEPTION FACILITIES REGULATIONS</b>  |
| <b>APPENDIX C</b> | <b>CONSULTEES / EXMAPLE CONSULTATION CORRESPONDENCE</b>   |
| <b>APPENDIX D</b> | <b>SHIPS' AGENTS FOR ABP SOUTH WALES PORTS</b>  |
| <b>APPENDIX E</b> | <b>APPROVED WASTE CONTRACTORS FOR ABP SOUTH WALES PORTS</b>   |
| <b>APPENDIX F</b> | <b>BLANK EXAMPLE OF WASTE PRIOR NOTIFICATION FOR ABP SOUTH WALES PORTS</b>  |
| <b>APPENDIX G</b> | <b>CALCULATIONS FOR ENVIRONMENT CHARGE 2018 FOR ABP SOUTH WALES PORTS</b>   |
| <b>APPENDIX H</b> | <b>BREAKDOWN OF WASTE DELIVERED AND RETAINED ON BOARD AND RECYCLING SUMMARY PAST 3 YEARS INCLUDING SUMMARY MARPOL ANNEX V WASTES GENERATED BY SHIPS LANDED AT ABP SOUTH WALES PORTS</b> |
| <b>APPENDIX I</b> | <b>MAP OF ABP SOUTH WALES PORTS SHOWING WASTE RECEPTION FACILITIES</b>  |
| <b>APPENDIX J</b> | <b>EXAMPLE OF INFORMATION LEAFLET FOR ABP SOUTH WALES PORTS</b>   |
| <b>APPEDNIX K</b> | <b>SHIP'S WASTE FACILITIES SIGNAGE AT ABP SOUTH WALES PORTS</b>   |
| <b>APPENDIX L</b> | <b>PROCEDURES FOR UNINTENTIONAL ICW CONTAMINATION</b>   |
| <b>APPENDIX M</b> | <b>WASTE MANAGEMENT PLAN ABP SOUTH WALES PORTS FAQ</b>  |

## **APPENDIX A**

### **DEFINITION OF MARPOL ANNEX V – GARBAGE**

Garbage means all kinds of victual, domestic and operational waste, excluding fresh fish and parts thereof, generated during the normal operation of the ship and liable to be disposed of or continuously or periodically present, except those substances which are defined or listed in other Annexes to the present MARPOL Convention.

### **EXAMPLES OF GARBAGE**

#### **DOMESTIC WASTE**

- Food waste originating from food produced within the European Union or from a vessel whose last port of call was within the European Union
- Food waste originating from food produced outside the European Union or from a vessel whose last port of call was outside the European Union
- Packaging materials such as plastics, cans, etc. from food produced within the European Union or from a vessel whose last port of call was within the European Union
- Packaging materials such as plastics, cans, etc. from food produced outside the European Union or from a vessel whose last port of call was outside the European Union
- Medical or clinical waste
- Bottles, crockery, etc.
- Paper, cardboard, magazines, etc.
- Other items of domestic refuse from crews' quarters and galleys, e.g. plastic shampoo bottles, razor blades, etc.

#### **OPERATIONAL WASTE**

Maintenance wastes:

- |                                 |                       |
|---------------------------------|-----------------------|
| ▪ oily rags/pads                | ▪ packaging materials |
| ▪ machinery maintenance remains | ▪ rust                |
| ▪ soot and machinery deposits   | ▪ paint               |
| ▪ broken parts                  |                       |

Cargo residues

Cargo associated wastes:

- |           |                 |
|-----------|-----------------|
| ▪ dunnage | ▪ strapping     |
| ▪ pallets | ▪ metal banding |
| ▪ lining  |                 |

Miscellaneous:

- |                     |  |
|---------------------|--|
| ▪ shellfish shells  | ▪ ash/slag from on-board incineration plan |
| ▪ fishing gear      |  |
| ▪ polystyrene boxes |  |

## APPENDIX B

### FURTHER INFORMATION ON THE APPLICABILITY OF THE PORT WASTE RECEPTION FACILITIES REGULATIONS

The following categories of vessel fall outside the scope of the requirements of the Merchant Shipping (Port Waste Reception Facilities) Regulations 2003 and do not have to notify or discharge waste nor pay the mandatory Environmental Charge.

| <b>Vessel Type</b>  | <b>Conditions to be fulfilled for vessels to fall outside of the scope of the regulations to notify, offload and pay mandatory charges</b>  |
|---|---|
| <b>1. Vessels under the Small Commercial Vessel Code of Practice</b>  | Lay down provisions for sound waste management with further guidance to be provided in the forthcoming harmonised Small Commercial Vessel Code of Practice.   |
| <b>2. Warships, Naval Auxiliary ships and Vessels owned or operated by a state, and on government non-commercial service</b>  | Regulations do not apply but vessel is advised to consider the spirit of the regulations and apply best environmental practice  |
| <b>3. Tugs/Pilot Boats</b> operating on a regional basis  | Outside of scope of regulations unless vessel is calling at a port/terminal for reasons other than operating on behalf of other vessels, or is overnighting at a facility other than its home port/terminal |
| <b>4. Class IV</b> – Passenger Ships engaged only in voyages in category A, B, C and D waters.  | Lay down provisions for waste management under Domestic Safety Management Code  |
| <b>5. Class V</b> – Passenger Ships engaged only in voyages in category A, B and C waters.  | Lay down provisions for waste management under Domestic Safety Management Code  |
| <b>6. Class VI</b> – Passenger Ships carrying not more than 250 passengers to sea, or category A, B, C, and D waters in all cases in favourable weather and during restricted periods during which the vessel is at no time more than 15 miles exclusive of A, B, C and D waters from their point of departure nor more than 3 miles from land. | Lay down provisions for waste management under Domestic Safety Management Code  |
| <b>7. Class VI (A)</b> – Passenger ships carrying not more than 50 passengers for distances not more than 6 miles on voyages to or from isolated communities on the islands or coasts of the UK and which do not proceed for a distance of more than 3 miles from land.   | Lay down provisions for waste management under Domestic Safety Management Code  |
| <b>8. Class IX (A)</b> – Ships (other than ships  | These vessels should ensure that their ship   |

|   |  |
|---|--|
| of class IV to VI inclusive) which do not proceed to sea.         | generated wastes are handled in an environmentally sound manner with further information to be provided in forthcoming standards and guidance. If the vessel proceeds to sea with a loadline exemption then it must fulfil the regulations   |
| <b>9. Class IX (A) (T)</b> – Tankers which do not proceed to sea. | These vessels should ensure that their ship-generated wastes are handled in an environmentally sound manner with further information to be provided in forthcoming standards and guidance. If the vessel proceeds to sea with a loadline exemption then it must fulfil the regulations |

Such vessels must lay down their own sustainable waste management practices in their applicable codes of practice to ensure they manage their wastes in a manner consistent with the spirit of the PWRP Regulations. Guidance from the Maritime & Coastguard Agency suggests that this should take the form of individual contracts or similar arrangements with approved waste management contractors or the terminal at which they call.

#### **Dredgers, Survey Ships and comparable vessels**

MCA Guidance states that these vessels, which are not 'bound' for another port or terminal *per se*, may apply to the MCA for an exemption in the same manner as any other vessel if they can demonstrate scheduled, frequent and regular sailings with robust waste management practices at their home port or terminal. Refer to MGN 563 for further information.

## **APPENDIX C - CONSULTEES / EXMAPLE CONSULTATION CORRESPONDENCE**

Letter sent to all Agents and other interested parties inviting them to a presentation

Associated British Ports  
Queen Alexandra House  
Cargo Road  
CARDIFF  
CF10 4LY

**18<sup>th</sup> November 2003**

**Dear Sir,**

### **Associated British Ports' Port Waste Management Arrangements**

The Merchant Shipping & Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 came into force on 16<sup>th</sup> July 2003. They supersede the Merchant Shipping (Port Waste Reception Facilities) Regulations 1997, under which Associated British Ports is required to have a Port Waste Management Plan for each of its facilities, including the five ports in South Wales

The Department for Transport still requires ABP to prepare Port Waste Management Plans that are capable of dealing with the waste regularly landed from vessels making use of our ports but a number of new requirements have been added to our responsibilities. In summary, the requirements of the new regulations for vessel operators are as follows:

1. ABP must receive advance notification from vessels, up to 24 hours before arrival, of waste they are bringing into port and the amount they intend to discharge.
2. All vessels are expected to discharge all their waste in port, unless they can prove that they have sufficient storage space on board to cope with existing waste and additional waste generated between this port and their next.

At the same time, the Department for the Environment, Food & Rural Affairs (DEFRA) has introduced the Animal By-Products Regulations 2003. These regulations cover any food or catering waste received into the UK from a vessel sailing from a port outside of the EU. Any such waste must be removed from the ship 'double-bagged', deposited in a covered skip and taken to a landfill site for burial. Skips and vehicles used to transport the waste to the disposal site must be disinfected before return to use. DEFRA has indicated that spot checks of waste reception facilities will be made to ensure compliance with the requirements of the Animal By-Products Regulations.

ABP has been considering whether our existing waste management arrangements for ship-generated waste – both the reception facilities and collection and disposal arrangements – meet the requirements of the new legislation. It is our opinion that they do not and that there scope for providing a more comprehensive package of waste management measures across the South Wales region. As a result, we are inviting you and your company to tender for a Regional contract to deal with ship-generated waste in all five ports. We are looking to introduce this new situation as soon as possible, ideally by the end of the year.

We consider that these new requirements will probably involve greater charges for the level of service provided. Additionally, increases in the Landfill Tax and the costs associated with the disposal of waste inevitably mean that a reappraisal of the financial element of this service is timely. We are, of course, looking for 'best value' in our contractual arrangements and would be interested in discussing whether you are able to provide our new required level of service and, if so, what your proposed rates might be. We are particularly interested in considering any economies of scale that might be achieved from providing waste management services on a Regional basis for the South Wales ports.

I would, therefore, like to invite you to meet with representatives of ABP's Marine Department in South Wales to consider with you the matters outlined in this letter and its Appendix. We are intending to hold a presentation for a number of waste management contractors, outlining what we require and providing an opportunity to discuss some of the issues raised. The event will take place at Queen Alexandra House, ABP Cardiff at 2.00 PM on Wednesday 26<sup>th</sup> November 2003. I apologise for the short notice of this meeting and I would be grateful if you could indicate whether you would wish to attend.

I look forward to hearing from you shortly.

Yours sincerely,

Captain Miles Chidlow

Assistant Harbour Master South Wales

Direct Line 029 2083 5026

Mobile 07958 908333

**Email [mchildlow@abports.co.uk](mailto:mchildlow@abports.co.uk)**

Letter sent to Port Health Authorities

**15<sup>th</sup> March 2007**

**Dear Sir,**

**ABP Newport/Swansea/Port Talbot – Port Waste Management Plan**

Under the requirements of the Merchant Shipping & Fishing Vessels (Port Waste Reception Facilities) Regulations 2003, Associated British Ports is required to produce a Port Waste Management Plan for each of its operations in South Wales.

Within the last year, we have undertaken a major reassessment of the waste reception facilities required to handle ship-generated waste streams and, from the 1<sup>st</sup> July 2004, have operated a regional management arrangement with Onyx Ltd. The final stage of this project is to produce new Port Waste Management Plans, which reflect these new arrangements and set them into the context required by the 2003 Regulations.

We have probably been remiss in not advising you of this development before now, for which we apologise. However, we have been working hard to ensure that the arrangements for the notification, landing and disposal of ship-generated garbage and other waste streams are appropriate and cost-effective, as required by the new Regulations. These arrangements are encapsulated within the new draft Port Waste Management Plan for the ABP South Wales ports which is available for your perusal on our website at [www.southwalesports.co.uk](http://www.southwalesports.co.uk), and which is nearing completion. Please have a look at this draft plan and we would welcome any observations or comments that you would like to make.

We will, of course, be pleased to send you a copy of the completed Port Waste Management Plan for ABP Newport/Swansea/Port Talbot once it is approved by the MCA.

Yours sincerely,

Email sent to all Agents, CCW, English Nature, and other interested parties,

The **DRAFT** Port Waste Management Plan is now available on our website [www.southwalesports.co.uk](http://www.southwalesports.co.uk). If anyone would like to look through it and make any observations or comments we would be delighted to hear from you. Please bear in mind that this is only a draft and that it is being, and will continue to be, altered in the light of new legislation, feedback from users, and best practice obtained from our contractors and our own experience.

Kindest Regards,

**Captain Miles Chidlow**  
**Assistant Harbour Master South Wales**  
**Direct Line 029 2083 5026**  
**Mobile 07958 908329**

Email sent to all Agents, CCW, English Nature, and other interested parties

Associated British Ports  
Queen Alexandra House  
Cargo Road  
CARDIFF  
CF10 4LY

16<sup>th</sup> November 2010

Dear Sir,

**Associated British Ports' Port Waste Management Arrangements**

The Merchant Shipping & Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 came into force on 16<sup>th</sup> July 2003. They supersede the Merchant Shipping (Port Waste Reception Facilities) Regulations 1997, under which Associated British Ports is required to have a Port Waste Management Plan for each of its facilities, including the 4 ports in South Wales that have common user berths.

In 2007 we reviewed our Port waste Management Plan to add improvements and to implement a regional approach. The Department for Transport requires ABP to review our regional Port Waste Management plan every 3 years, in compliance with this requirement and to coincide with the start of a new contract we have started a review process with the aim of supplying a service to our customers that is both cost effective and meets theirs and statutory requirements.

ABP are committed to a responsible environmental policy and while Ship generated waste does not fall under the scope of our environmental policy we recognise that many vessels have policies for separating out non hazardous ship generated waste and feel that it there may be a better way of disposing of this waste where a lesser proportion will go to landfill. As part of ABP's commitment to recycling we aim to appoint a contractor that has the facilities to process the waste collected and only landfill the proportion that cannot be recycled. We aim to achieve this without substantially increasing the environmental levy by using a contractor that can collect both recyclable and non recyclable waste together and process it at their depot.

As trade to our ports has not substantially changed since the last review (most vessels that use our ports are trading solely inside the EU area) we don't feel there is any requirement to change the way that we deal with International Catering Waste (ICW). Vessels that want to land ICW will still be obliged to make an arrangement directly with one of our approved waste contractors and must not put any galley waste or related

packaging into any of our Quayside Skips. ABP will still charge the Environmental levy for such vessels as they may still use our facilities for Annex V waste that is not ICW.

On the subject of ICW I would particularly like to draw your attention to the new paragraph in 6.2 of the revised PWMP

I am attaching The proposed F&Q that I am hopeful will be of use in giving ships that use our ports better understanding of the provision that we have for dealing with International catering Waste (ICW). Once this consultation is complete and our reviewed plan has been approved by the MCA I will send out an electronic copy of the final F&Q to all agents and hope that you will transmit it to vessels along with other pre-arrival information that you send them.

also attached is a file containing draft signage that we propose fixing to all our quayside skips along with a draft of our revised PWMP

Once the review process is over we will be submitting the PWMP to the MCA for approval. I welcome any comments regarding the revision of the plan  
And look forward to hearing from you.

Yours sincerely,

Captain Rod Lewis

Deputy Harbour Master South Wales

Direct Line 029 2083 5090

Mobile 07958 908329

[rlewis@abports.co.uk](mailto:rlewis@abports.co.uk)

## APPENDIX D - SHIPS' AGENTS FOR ABP SOUTH WALES PORTS

Bay Shipping  
First Floor  
124/125 Bute Street  
Cardiff  
CF10 5AE  
Tel: 02920 453399  
Fax: 02920 454343  
E-mail: [agency@bayshipping.co.uk](mailto:agency@bayshipping.co.uk)

Cargo Services (UK) Ltd  
Birdport  
Corporation road  
Newport  
NP19 4RE  
Tel : 01633 273647  
E-mail: [agency@cargoservicesuk.com](mailto:agency@cargoservicesuk.com)

Celtic Logistics  
71 Rhyd-y-Penau Road  
Cardiff  
South Glamorgan  
Tel: 029 20753444  
Fax: 029 20757324  
E-mail: [agency@celticlogistics.co.uk](mailto:agency@celticlogistics.co.uk)

Charles Willie Group  
Celtic House  
6 Ocean Way  
Cardiff  
CF24 5HG  
Tel: 02920 475740  
Fax: 02920 475744  
E-mail: [agency@williegroup.co.uk](mailto:agency@williegroup.co.uk)

Clarkson Brothers  
Ground Floor  
St Andrews House  
St Andrews Road  
Avonmouth  
Bristol  
BS11 9DQ  
Tel: 01179380810  
Fax: 01179382183  
[avonmouth@clarksons.com](mailto:avonmouth@clarksons.com)

Cory Brothers  
Suit 12  
Building 1  
Eastern Business Park  
Wernfawr Lane  
St Mellons  
Cardiff  
CF3 5EA  
Tel: 02920 361540  
E-mail: [agency.cardiff@corybrothers.com](mailto:agency.cardiff@corybrothers.com)

Denholm Barwill  
Avonmouth Dock  
Bristol  
BS11 9DM  
Tel: 01179825836  
Fax: 01179826272  
E-mail: [agency.brs@denholm-wilhelmsen.com](mailto:agency.brs@denholm-wilhelmsen.com)

D&B Shipping  
The Docks  
Sharpness  
Gloustershire  
GL13 9UD  
Tel: 01453 811601  
Fax: 01453 810868  
Email: [agency@dandbshipping.co.uk](mailto:agency@dandbshipping.co.uk)

DP Shipping  
Longships road  
Cardiff  
CF10 4RP  
Tel: 01792 6434003  
Email: [mrdanielpatterson@btinternet.com](mailto:mrdanielpatterson@btinternet.com)

GAC Shipping (UK) Ltd  
Merlin House  
1 Langstone Business Park  
Newport  
NP18 2HJ  
Tel: 01633 415320  
E-mail: [agency.bristolchannel@gac.com](mailto:agency.bristolchannel@gac.com)

Graypen  
Old Customs House  
East Block  
Queen Alexandra Dock  
Newport  
NP20 2NP  
Tel: 01633 254385  
Fax: 01469 552914  
E-mail: [newport@graypen.com](mailto:newport@graypen.com)

Harvest Shipping  
Victoria House  
1 Station Approach  
Penarth  
CF64 3EE  
Tel: 02920 713837  
Fax : 02920 713839  
E-mail: [nigelpollard@harvest-shipping.co.uk](mailto:nigelpollard@harvest-shipping.co.uk)

Inchcape  
Waterson Industrial Estate  
Main road  
Milford Haven  
SA73 1DP  
Tel: 01646 690557  
E-mail: [gbpby@iss-shipping.com](mailto:gbpby@iss-shipping.com)

Marine Shipping Services  
Newport Dock  
Alexandra Dock  
Newport  
NP20 2NP  
Tel: 01633 255255  
Fax: 01633 255180  
E-mail: [marineshipping.services@virgin.net](mailto:marineshipping.services@virgin.net)

Osprey Shipping Ltd  
Gordano Rd  
Royal Portbury Dock  
Bristol  
BS20 7XQ  
Tel: 01275 374636

Fax: 01275 373250  
E-mail: [bristolchannel@ospreyltd.com](mailto:bristolchannel@ospreyltd.com)

Premiership  
The Old Custom House  
74 Lower Dock  
Newport  
NP20 1EH  
Tel: 01633 244880  
Fax: 01633 840360  
E-mail: [enquiries@premiership.ltd.uk](mailto:enquiries@premiership.ltd.uk)

Tata Steel Logistics & Shipping  
30 Internal Logistics Building  
Port Talbot Works, SA13 2NG  
Tel: 01639 872169  
Fax: 01639872163  
E-mail: [shipping-agency-pt@tatasteel.com](mailto:shipping-agency-pt@tatasteel.com)

Thurley  
14 Saxon House  
Upminster trading park  
Warley Street  
Upminster  
RM14 3PJ  
Tel: 01708 250833  
Email: [agency@thurley.co.uk](mailto:agency@thurley.co.uk)

TU Agencies  
Alexandra Dock  
Newport  
NP20 2UW  
Tel: 01633 259932  
Fax: 01633 266727  
Email: [tualimited@aol.com](mailto:tualimited@aol.com)

Charles Willie  
Celtic House  
6 Ocean Way  
Cardiff  
South Glamorgan  
CF24 5HG  
Tel: 02920 475740  
Email: [agency@williegroup.co.uk](mailto:agency@williegroup.co.uk)

## **APPENDIX E**

### **APPROVED WASTE CONTRACTORS FOR ABP SOUTH WALES**

#### **Main Contractor**

Biffa  
The Recycling Centre  
Dyffryn Business park  
Ystrad Mynach  
Hengoed  
Caerphilly  
CF82 7RJ  
Tel: 0800 601601  
Email: Caerphilly Service Group [CaerphillyServiceGroup@biffa.co.uk](mailto:CaerphillyServiceGroup@biffa.co.uk)

#### **Authorisation**

Annex V, (ICW)

#### **Other Approved Contractors**

Veolia Environmental  
Head Office  
8th Floor  
210 Pentonville Road  
London, N1 9JY  
Tel: 020 7812 5000  
Commercial recycling and waste services:  
Tel: 0345 6060460 (8.30am-5.00pm, Mon-Fri)

Oil Salvage Ltd  
Lyster Road  
Bootle  
Merseyside  
L20 1AS  
Tel: +44 (0)151 933 4084  
Fax: +44 (0)151 922 8488  
Email: [sales@oilsalvage.com](mailto:sales@oilsalvage.com)

**NB The some above contractors also have depots in west Wales serving Swansea and Port Talbot. They can be contacted direct or through above addresses.**

## APPENDIX F – PRIOR NOTIFICATION FORM FOR SHIP GENERATED WASTES



### PORT WASTE MANAGEMENT NOTIFICATION FORM

THIS FORM IS TO BE COMPLETED UNLESS THE SHIP HAS BEEN GRANTED AN EXEMPTION BY THE MARITIME & COASTGUARD AGENCY

#### Ship Information

Name of Ship..... IMO Number.....  
 Call Sign..... Flag State.....  
 ETA..... ETD.....  
 Number of Crew..... Berth No/Terminal.....  
 Last port of call..... Next port of call.....  
 Ship's Agent..... Email Address.....

#### HOW MUCH WASTE WILL YOU DELIVER TO PORT RECEPTION FACILITIES?

ALL ☐ SOME ☐ NONE ☐

If delivering *all* waste, complete Red column data fields only. Otherwise, complete all columns.

| Waste                                 | Amount of waste to be delivered (m <sup>3</sup> ) | Maximum dedicated storage capacity (m <sup>3</sup> ) | Amount of waste retained on board (m <sup>3</sup> ) | Port where remaining waste will be delivered | Estimated waste to be generated before next port of call (m <sup>3</sup> ) |
|---------------------------------------|---|--|---|--|--|
| <b>Oil</b>                            |   |  |   |  |  |
| Oil                                   |   |  |   |  |  |
| Oily mixtures containing chemicals    |   |  |   |  |  |
| Sludge from purification of fuel oils |   |  |   |  |  |
| <b>Noxious liquids</b>                |   |  |   |  |  |
| Dirty ballast water & tank washings   |   |  |   |  |  |
| Other (please specify)                |   |  |   |  |  |
| <b>Sewage</b>                         |   |  |   |  |  |
| Untreated sewage                      |   |  |   |  |  |
| Part-treated sewage                   |   |  |   |  |  |
| <b>Garbage</b>                        |   |  |   |  |  |
| Food waste & packaging                |   |  |   |  |  |
| International catering waste          |   |  |   |  |  |
| Separated for recycling               |   |  |   |  |  |
| Other (please specify)                |   |  |   |  |  |

| Waste                                     | Amount of waste to be delivered (m <sup>3</sup> ) | Maximum dedicated storage capacity (m <sup>3</sup> ) | Amount of waste retained on board (m <sup>3</sup> ) | Port where remaining waste will be delivered | Estimated waste to be generated before next port of call (m <sup>3</sup> ) |
|---|---|--|---|--|--|
| <b>Cargo-associated waste<sup>1</sup></b> |   |  |   |  |  |
| Dunnage                                   |   |  |   |  |  |
| Other (please specify)                    |   |  |   |  |  |
| <b>Cargo Residues<sup>1</sup></b>         |   |  |   |  |  |
| Scale & Sludge from tank cleaning         |   |  |   |  |  |
| Other (please specify)                    |   |  |   |  |  |

<sup>1</sup> May be estimates

- Notes:
1. This information may be used for Port State Control and other inspection purposes.
  2. EU Member States will determine which bodies will receive copies of this notification.
  3. This form is to be completed unless the ship is covered by an exemption in accordance with Article 9 of Directive 2000/59/EC, issued in the UK by the Marine & Coastguard Agency (MCA).
  4. International Catering Waste (ICW) is defined under the EU Animal By-products Regulations (1774/2002/EC) as "catering waste from means of transport operating internationally". Any catering waste from a vessel that has landed in a non-EU port is subject to these controls after returning to the EU. This includes all vessels that have docked/landed in non-EU countries even if the vessel has been provisioned in the EU. If a declaration from the Ship's Master is provided stating that the ship's stores have been completely emptied, cleaned, disinfected and re-stocked in the EU, catering waste from these supplies would not be considered to be ICW. Please refer to [http://www.defra.gov.uk/animal/hini-trs/low-edition\\_candd.pdf](http://www.defra.gov.uk/animal/hini-trs/low-edition_candd.pdf).

**Do you treat or minimise waste on board?**

YES ☐ NO ☐

If the answer is YES, please state which equipment you use (Tick all boxes that apply)

Oily separator ☐ Incinerator ☐ Compactor ☐ Sewage treatment ☐  
 Recycling facilities ☐ Other (please specify) .....

#### STATEMENT

I confirm that the above details are correct and there is sufficient dedicated onboard capacity to store all waste generated between notification and the next port at which waste will be delivered.

Date: ..... Time: .....  
 Name: ..... Position: .....

THIS FORM IS TO BE SENT TO [WWW.ABPWASTE.CO.UK](http://WWW.ABPWASTE.CO.UK) AT LEAST 24 HOURS BEFORE ARRIVAL AT ABP. A COPY SHOULD BE ENTERED IN YOUR GARBAGE RECORD BOOK UNTIL AT LEAST YOUR NEXT PORT OF CALL. ANY OTHER COMMUNICATIONS CONCERNING WASTE RECEPTION FACILITIES IN THE PORT SHOULD BE ADDRESSED TO:

EMAIL:

TEL:

FAX:

## **APPENDIX G**

### **CALCULATIONS FOR THE ABP MANDATORY WASTE FEE**

The Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended) require ports to levy a charge on vessels to pay for a "significant" proportion of the costs incurred in the provision of waste reception facilities.

ABP South Wales will discharge this duty by charging non-exempt vessels a Mandatory Waste Fee to cover waste-management costs. It will follow the corporate ABP policy of recouping 100% of costs involved in the provision of garbage-reception facilities. The costs of providing operational waste reception facilities are covered under separate arrangements. Overall, however, ships will contribute – through the Mandatory Waste Fee – to at least 30% of the total costs involved with waste management in this port.

**The Mandatory Waste Fee is calculated by dividing the total cost of waste-reception facilities provided by ABP, including an element of administration, by the number of non-exempt vessels visiting the ports.** The fee will be reviewed and revised at the end of each year, when the costs for waste disposal – including the annual increase in Landfill Tax – will be agreed with ABP's waste contractors. The port will notify vessels and their Agents of the new annual charges. The MCA will also be notified about changes to the fee by means of an addendum to this Port Waste Management Plan.

**N.B.** The Mandatory Waste Fee relates only to the costs of dealing with ship-generated garbage. All other costs in regards to the reception and disposal of oil, hazardous waste and sewage are to be borne by the ship. At the present time this also includes non-EU waste but this may change if the decision is made to treat ALL waste as Category 1.

Historically charges have been levied in two bands, vessels under 3000 gt, and vessels over 3000 gt. ABP South Wales has decided to replace this with a single charge made to all non-exempt vessels which are reviewed on an annual basis, details can be found [here](#) on page 12.

At that time calculations will be made which truly reflect the costs of providing the service, they will be totally transparent, and will be promulgated to all interested parties.

**As stated above, the formula to be used will be the total cost of providing the waste reception and disposal service, including a small administration charge, divided by the total number of non-exempt vessels visiting ABP's South Wales ports.**

**Total Cost of Provision**

-----

**Number of non-exempt vessels**

**APPENDIX H**  
**BREAKDOWN OF WASTE DELIVERED AND RETAINED ON BOARD AND**  
**RECYCLING SUMMARY PAST 3 YEARS INCLUDING SUMMARY MARPOL ANNEX**  
**V WASTES GENERATED BY SHIPS LANDED AT ABP SOUTH WALES PORTS**

| <u>2015</u>                           |                                      |                                       | <u>2016</u>                          |                                       | <u>2017</u>                          |                                       |
|---------------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|--------------------------------------|---------------------------------------|
| Waste                                 | Amount of waste to be delivered (m3) | Amount of Waste retained onboard (m3) | Amount of waste to be delivered (m3) | Amount of Waste retained onboard (m3) | Amount of waste to be delivered (m3) | Amount of Waste retained onboard (m3) |
| <b>Oil</b>                            |                                      |                                       |                                      |                                       |                                      |                                       |
| Oil                                   | 69.17                                | 410.455                               | 9                                    | 333.395                               | 16.7                                 | 374.392                               |
| Oily mixtures containing chemicals    | 0                                    | 368.35                                | 4.1                                  | 353.11                                | 67.63                                | 1310.867                              |
| Sludge from purification of fuel oils | 210.84                               | 1744.681                              | 195.265                              | 2335.018                              | 299.44                               | 3169.819                              |
| <b>Noxious Liquids</b>                |                                      |                                       |                                      |                                       |                                      |                                       |
| Dirty ballast water & tank washings   | 28                                   | 529.56                                | 1.7                                  | 2198.714                              | 0                                    | 33.152                                |
| Other                                 | 66.34                                | 349.93                                | 30.8                                 | 508.624                               | 44.12                                | 667.33                                |
| <b>Sewage</b>                         |                                      |                                       |                                      |                                       |                                      |                                       |
| Untreated sewage                      | 3                                    | 276.1                                 | 16                                   | 376.2                                 | 5.21                                 | 701.38                                |
| Part-treated sewage                   | 0                                    | 136.18                                | 403.65                               | 128.52                                | 0                                    | 24.8                                  |
| <b>Garbage</b>                        |                                      |                                       |                                      |                                       |                                      |                                       |
| Food waste & packaging                | 95.017                               | 34.204                                | 133.426                              | 131.2438                              | 139.397                              | 135.588                               |
| International catering waste          | 0                                    | 0                                     | 0                                    | 0                                     | 0                                    | 0                                     |
| Separated for recycling               | 59.901                               | 35.559                                | 72.624                               | 43.9924                               | 354.509                              | 552.397                               |
| Other                                 | 91.503                               | 35.157                                | 121.38                               | 147.595                               | 27.588                               | 217.11                                |
| <b>Cargo associated waste</b>         |                                      |                                       |                                      |                                       |                                      |                                       |
| Dunnage                               | 151.5                                | 4                                     | 76.7                                 | 17.45                                 | 36.59                                | 0.1                                   |
| Other                                 | 3.31                                 | 370.83                                | 10.64                                | 130.5701                              | 10.43                                | 145.46                                |
| <b>Cargo Residues</b>                 |                                      |                                       |                                      |                                       |                                      |                                       |
| Scale & Sludge from tank cleaning     | 515                                  | 383.05                                | 73.7                                 | 414.7                                 | 0                                    | 88.5                                  |
| Other                                 | 0.2                                  | 388.1                                 | 71.8                                 | 240.56                                | 61.5                                 | 742.95                                |
| <b>Totals</b>                         | <b>1293.781</b>                      | <b>5066.156</b>                       | <b>1220.785</b>                      | <b>7359.6923</b>                      | <b>1063.114</b>                      | <b>8163.845</b>                       |

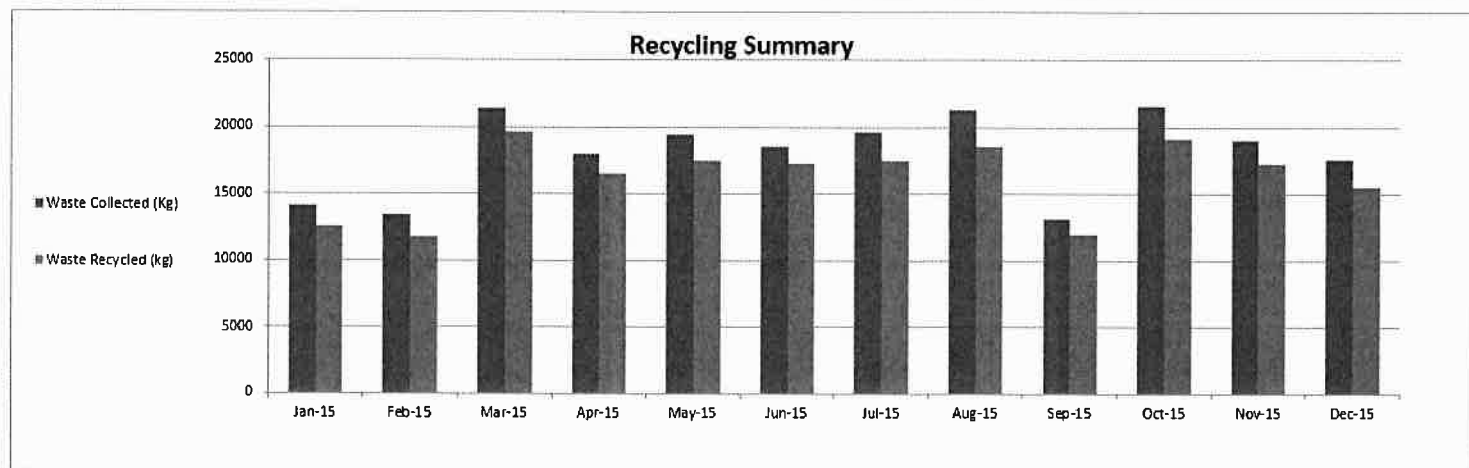
## 2015 ANNEX V

### All site summary

|                            | Jan-15    | Feb-15    | Mar-15    | Apr-15    | May-15    | Jun-15    | Jul-15    | Aug-15    | Sep-15    | Oct-15    | Nov-15    | Dec-15    | Total      |
|----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Waste Collected (Kg)       | 14100     | 13400     | 21340     | 17960     | 19440     | 18600     | 19640     | 21320     | 13100     | 21540     | 19020     | 17620     | 217080     |
| Waste Recycled (kg)        | 12550     | 11765     | 19631     | 16571     | 17496     | 17297     | 17479     | 18547     | 11925     | 19171     | 17308     | 15505     | 195245     |
| Number of lifts            | 35        | 29        | 52        | 35        | 37        | 35        | 42        | 47        | 33        | 48        | 41        | 42        | 476        |
| Garbage pre notified (m³)  | 18.49     | 17.491    | 34.96     | 25.06     | 22.24     | 20        | 17.41     | 14.915    | 17.252    | 27.965    | 16.215    | 13.02     | 245.02     |
| Pre notifications received | 87        | 79        | 98        | 113       | 76        | 94        | 71        | 71        | 77        | 106       | 89        | 77        | 1038       |
| Total Site waste costs     | £3,704.89 | £3,314.87 | £4,385.01 | £4,132.17 | £6,115.20 | £3,751.76 | £3,965.00 | £4,205.00 | £6,730.00 | £6,445.00 | £3,904.44 | £3,912.00 | £54,565.34 |

### Waste recycling summary

|         |                      | Jan-15 | Feb-15 | Mar-15 | Apr-15 | May-15 | Jun-15 | Jul-15 | Aug-15 | Sep-15 | Oct-15 | Nov-15 | Dec-15 | Total  |
|---------|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|
| Barry   | Waste Collected (Kg) | 1000   | 500    | 1000   | 1600   | 1300   | 500    | 2300   | 2100   | 1000   | 1960   | 2800   | 500    | 16560  |
|         | Waste Recycled (kg)  | 890    | 440    | 920    | 1520   | 1170   | 465    | 2047   | 1827   | 910    | 1745   | 2548   | 440    | 14922  |
| Cardiff | Waste Collected (Kg) | 3160   | 680    | 3880   | 7060   | 2980   | 2760   | 1900   | 4740   | 2280   | 5540   | 5120   | 4000   | 44100  |
|         | Waste Recycled (kg)  | 2813   | 571    | 3569   | 6495   | 2682   | 2566   | 1691   | 4123   | 2078   | 4931   | 4659   | 3520   | 39698  |
| Newport | Waste Collected (Kg) | 6800   | 5500   | 10240  | 2700   | 6500   | 9000   | 7000   | 8800   | 7100   | 7480   | 6600   | 7700   | 85420  |
|         | Waste Recycled (kg)  | 6052   | 4840   | 9420   | 2484   | 5850   | 8370   | 6230   | 7656   | 6462   | 6657   | 6006   | 6776   | 76803  |
| Swansea | Waste Collected (Kg) | 3140   | 6720   | 6220   | 6600   | 8660   | 6340   | 8440   | 5680   | 2720   | 6560   | 4500   | 5420   | 71000  |
|         | Waste Recycled (kg)  | 2795   | 5914   | 5722   | 6072   | 7794   | 5896   | 7511   | 4941   | 2475   | 5838   | 4095   | 4769   | 63822  |
|         |                      | 14100  | 13400  | 21340  | 17960  | 19440  | 18600  | 19640  | 21320  | 13100  | 21540  | 19020  | 17620  | 217080 |
|         |                      | 12550  | 11765  | 19631  | 16571  | 17496  | 17297  | 17479  | 18547  | 11925  | 19171  | 17308  | 15505  | 195245 |
|         |                      | 89.01% | 87.80% | 91.99% | 92.27% | 90.00% | 92.99% | 89.00% | 86.99% | 91.03% | 89.00% | 91.00% | 88.00% | 89.94% |
|         |                      |        |        |        | 7.73%  | 10.00% | 7.01%  | 11.00% | 13.01% | 8.97%  | 11.00% | 9.00%  | 12.00% | 10.06% |



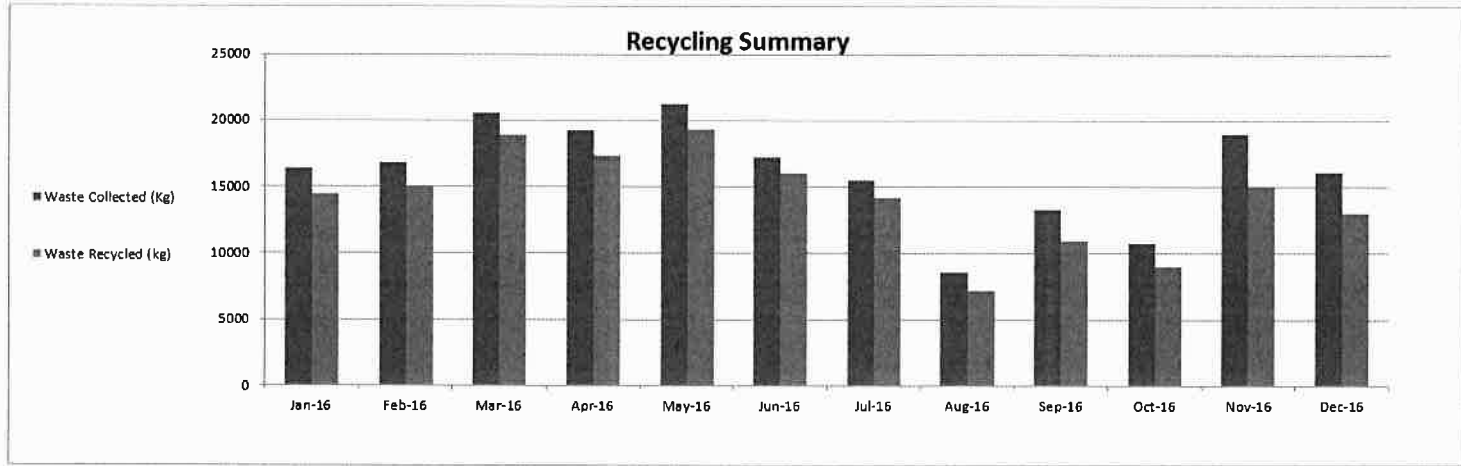
2016 ANNEX V

All site summary

|                            | Jan-16    | Feb-16    | Mar-16    | Apr-16    | May-16    | Jun-16    | Jul-16    | Aug-16    | Sep-16    | Oct-16    | Nov-16    | Dec-16    | Total      |
|----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Waste Collected (Kg)       | 16400     | 16800     | 20520     | 19270     | 21220     | 17240     | 15450     | 8570      | 13340     | 10780     | 19020     | 16100     | 194710     |
| Waste Recycled (kg)        | 14432     | 14952     | 18878     | 17343     | 19309     | 15980     | 14213     | 7198      | 10938     | 9056      | 15026     | 13041.5   | 170366.5   |
| Number of lifts            | 38        | 39        | 46        | 46        | 46        | 42        | 38        | 46        | 33        | 28        | 41        | 30        | 473        |
| Garbage pre notified (m³)  | 55.064    | 22.415    | 21.111    | 19.555    | 16.275    | 24.315    | 17.42     | 60.88     | 93.89     | 26.69     | 27.4      | 25.976    | 410.99     |
| Pre notifications received | 107       | 97        | 127       | 90        | 97        | 97        | 84        | 104       | 110       | 122       | 100       | 77        | 1212       |
| Total Site waste costs     | £3,473.00 | £3,648.00 | £4,072.00 | £3,992.80 | £4,154.80 | £3,915.60 | £3,778.60 | £4,288.00 | £4,355.20 | £3,360.60 | £5,211.40 | £4,071.20 | £48,321.20 |

Waste recycling summary

|         |                      | Jan-16 | Feb-16 | Mar-16 | Apr-16 | May-16 | Jun-16 | Jul-16 | Aug-16 | Sep-16 | Oct-16 | Nov-16 | Dec-16  | Total    |
|---------|----------------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|----------|
| Barry   | Waste Collected (Kg) | 2000   | 2000   | 1500   | 2500   | 500    | 1000   | 1450   | 1800   | 1000   | 1500   | 2800   | 1500    | 19550    |
|         | Waste Recycled (kg)  | 1760   | 1780   | 1380   | 2250   | 455    | 930    | 1334   | 1512   | 820    | 1260   | 2212   | 1215    | 16908    |
| Cardiff | Waste Collected (Kg) | 4160   | 4080   | 4220   | 4050   | 3500   | 3540   | 2020   | 1360   | 3700   | 660    | 5120   | 1150    | 37560    |
|         | Waste Recycled (kg)  | 3660.8 | 3631.2 | 3882   | 3645   | 3185   | 3239   | 1858   | 1142   | 3034   | 555    | 4045   | 931.5   | 32808.5  |
| Newport | Waste Collected (Kg) | 7000   | 7300   | 10700  | 9100   | 13660  | 7500   | 9200   | 1050   | 6600   | 5480   | 6600   | 5500    | 89690    |
|         | Waste Recycled (kg)  | 6160   | 6497   | 9844   | 8190   | 12430  | 6975   | 8464   | 882    | 5412   | 4603   | 5214   | 4455    | 79126    |
| Swansea | Waste Collected (Kg) | 3240   | 3420   | 4100   | 3620   | 3560   | 5200   | 2780   | 4360   | 2040   | 3140   | 4500   | 7950    | 47910    |
|         | Waste Recycled (kg)  | 2851.2 | 3043.8 | 3772   | 3258   | 3239   | 4836   | 2557   | 3662   | 1672   | 2638   | 3555   | 6440    | 41524    |
|         | Waste Collected (Kg) | 16400  | 16800  | 20520  | 19270  | 21220  | 17240  | 15450  | 8570   | 13340  | 10780  | 19020  | 16100   | 194710   |
|         | Waste Recycled (kg)  | 14432  | 14952  | 18878  | 17343  | 19309  | 15980  | 14213  | 7198   | 10938  | 9056   | 15026  | 13041.5 | 170366.5 |
|         | % Waste recycled     | 88.00% | 89.00% | 92.00% | 90.00% | 90.99% | 92.69% | 91.99% | 83.99% | 81.99% | 84.01% | 79.00% | 81.00%  | 87.50%   |
|         | % Waste to Energy    | 12.00% | 11.00% | 8.00%  | 10.00% | 9.01%  | 7.31%  | 8.01%  | 16.01% | 18.01% | 16.89% | 21.00% | 19.00%  | 12.50%   |



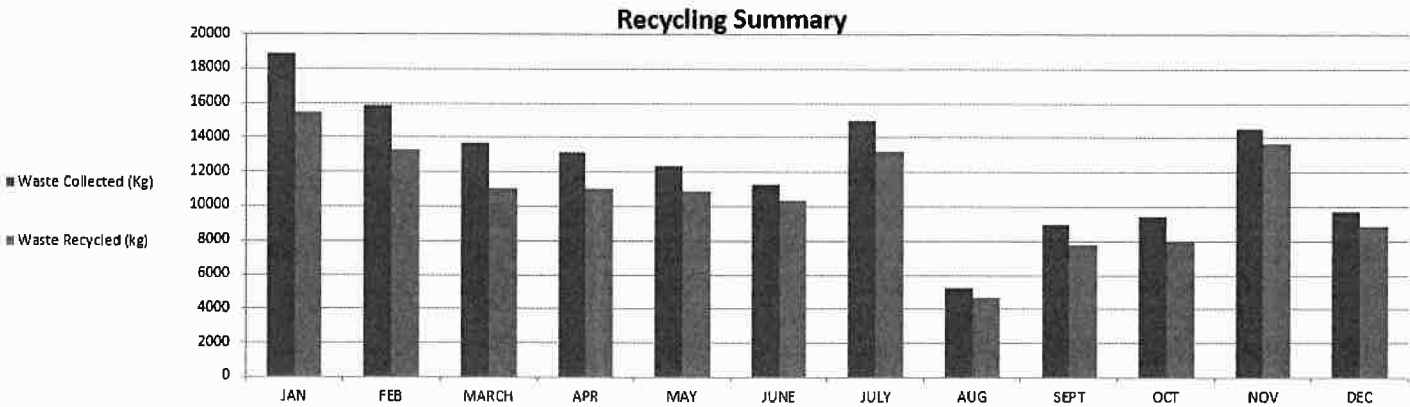
2017 ANNEX V

All site summary

|                            | JAN       | FEB       | MARCH     | APR       | MAY       | JUNE      | JULY      | AUG       | SEPT      | OCT       | NOV       | DEC       | Total      |
|----------------------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|------------|
| Waste Collected (Kg)       | 18900     | 15850     | 13670     | 13150     | 12400     | 11270     | 15000     | 5210      | 8930      | 9420      | 14530     | 9730      | 148060     |
| Waste Recycled (kg)        | 15498     | 13314     | 11072.7   | 11046     | 10912     | 10368.4   | 13200     | 4689      | 7769.1    | 7912.8    | 13658.2   | 8854.3    | 128294.5   |
| Number of lifts            | 43        | 37        | 32        | 34        | 33        | 26        | 36        | 21        | 28        | 27        | 43        | 29        | 389        |
| Garbage pre notified (m³)  | 14.56     | 16.58     | 26.15     | 24.57     | 25.4      | 36.18     | 47.15     | 83.07     | 38.25     | 26.52     | 22.3      | 23.72     | 384.45     |
| Pre notifications received | 104       | 103       | 122       | 107       | 110       | 38        | 139       | 95        | 84        | 88        | 71        | 63        | 1124       |
| Total Site waste costs     | £4,029.40 | £3,562.60 | £3,569.60 | £3,673.68 | £4,158.20 | £3,434.52 | £3,790.22 | £3,434.04 | £3,406.56 | £3,434.04 | £4,074.36 | £3,523.08 | £44,090.30 |

Waste reecycling summary

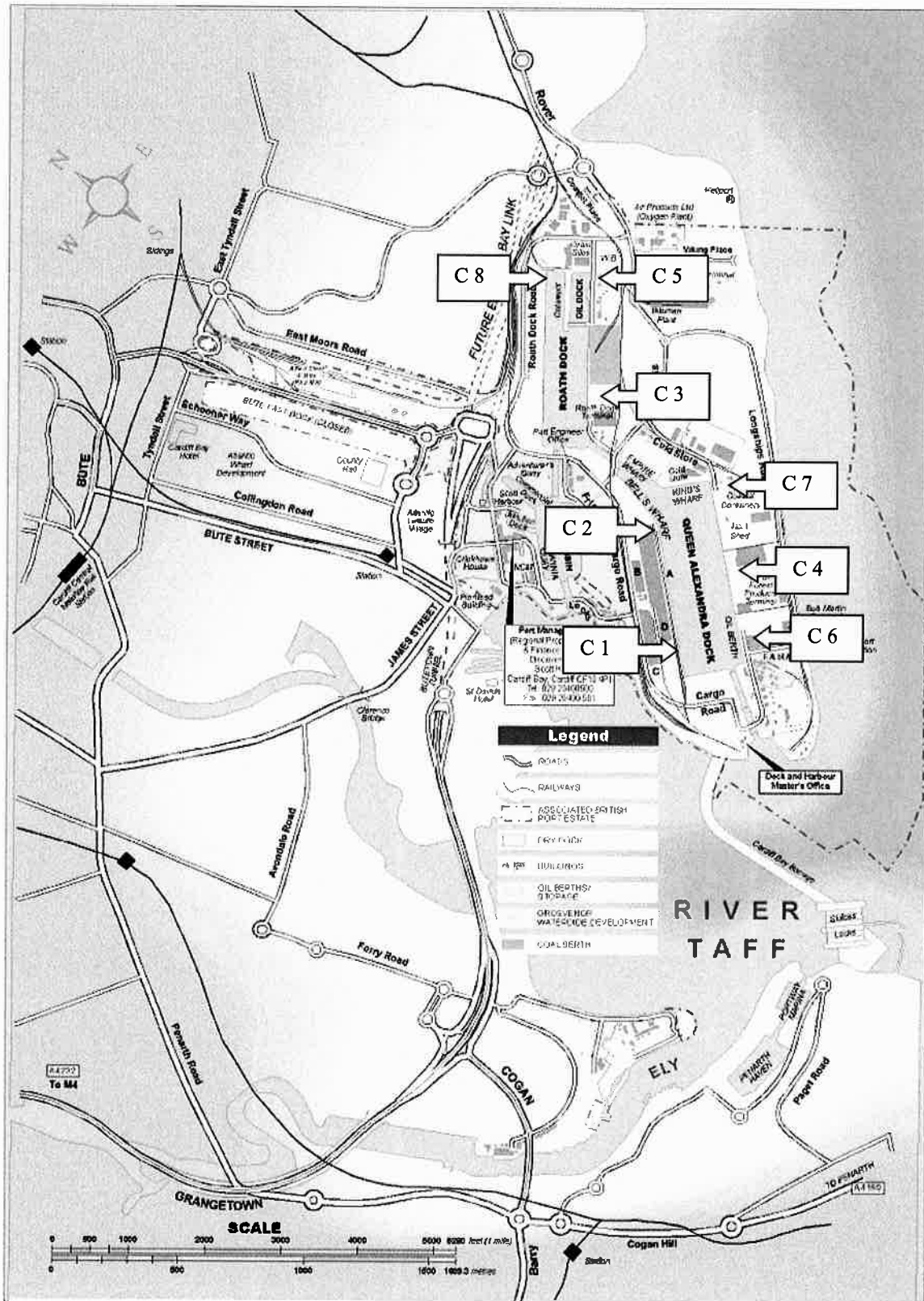
|         |                      | JAN                  | FEB   | MARCH  | APR     | MAY   | JUNE   | JULY    | AUG   | SEPT   | OCT    | NOV    | DEC     | Total    |
|---------|----------------------|----------------------|-------|--------|---------|-------|--------|---------|-------|--------|--------|--------|---------|----------|
| Barry   | Waste Collected (Kg) | 1800                 | 400   | 1600   | 0       | 0     | 800    | 400     | 800   | 600    | 400    | 400    | 400     | 7600     |
|         | Waste Recycled (kg)  | 1476                 | 336   | 1296   | 0       | 0     | 736    | 352     | 720   | 522    | 336    | 376    | 364     | 6514     |
| Cardiff | Waste Collected (Kg) | 5450                 | 2750  | 2470   | 2950    | 2600  | 3230   | 2050    | 760   | 1740   | 1220   | 1780   | 3510    | 30510    |
|         | Waste Recycled (kg)  | 4469                 | 2310  | 2000.7 | 2478    | 2288  | 2971.6 | 1804    | 684   | 1513.8 | 1024.8 | 1673.2 | 3194.1  | 26411.2  |
| New     | Waste Collected (Kg) | 7900                 | 6200  | 4400   | 5180    | 6800  | 2800   | 5960    | 1200  | 2630   | 5600   | 6750   | 2400    | 57820    |
|         | Waste Recycled (kg)  | 6478                 | 5208  | 3564   | 4351.2  | 5984  | 2576   | 5244.8  | 1080  | 2288.1 | 4704   | 6345   | 2184    | 50007.1  |
| Swansea | Waste Collected (Kg) | 3750                 | 6500  | 5200   | 5020    | 3000  | 4440   | 6590    | 2450  | 3960   | 2200   | 5600   | 3420    | 52130    |
|         | Waste Recycled (kg)  | 3075                 | 5460  | 4212   | 4216.8  | 2640  | 4084.8 | 5799.2  | 2205  | 3445.2 | 1848   | 5264   | 3112.2  | 45362.2  |
|         |                      | Waste Collected (Kg) | 18900 | 15850  | 13670   | 13150 | 12400  | 11270   | 15000 | 5210   | 8930   | 9420   | 14530   | 148060   |
|         |                      | Waste Recycled (kg)  | 15498 | 13314  | 11072.7 | 11046 | 10912  | 10368.4 | 13200 | 4689   | 7769.1 | 7912.8 | 13658.2 | 128294.5 |
|         |                      | % Waste recycled     | 82%   | 84%    | 81%     | 84%   | 88%    | 92%     | 88%   | 90%    | 87%    | 84%    | 94%     | 87%      |
|         |                      | % Waste to Energy    | 18%   | 16%    | 19%     | 16%   | 12%    | 8%      | 12%   | 10%    | 13%    | 16%    | 6%      | 13%      |



## APPENDIX I

### Maps of ABP South Wales Ports Showing Waste Reception Facilities

#### Port of Cardiff



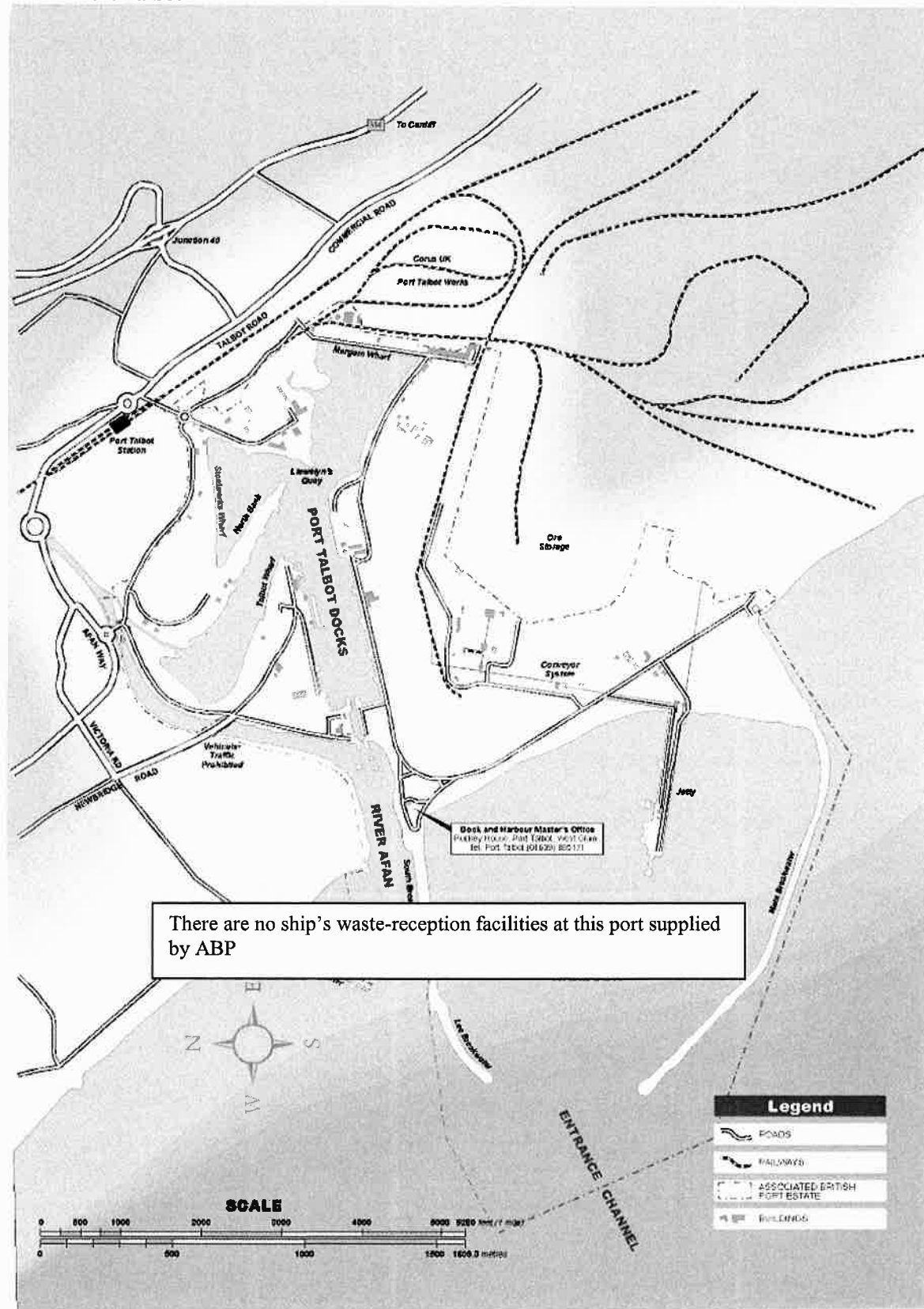
[illegible]

The map illustrates the Riveruska Port Estate, a coastal industrial and port area. Key features include:

- Legend:**
  - ROADS
  - RAILWAYS
  - ASSOCIATED BRITISH PORT ESTATE
  - TIMBER STORAGE
  - BUILDINGS
  - COAL BERTHS/STORAGE
  - CAR TERMINALS
  - DRY DOCK
  - OPEN STORAGE
- Geographical Features:**
  - RIVERUSKA:** The body of water to the east of the port.
  - DOCKS WAY:** A road running along the western edge.
  - DOCKLANDS DISTRIBUTOR ROAD:** A road running north-south through the center.
  - TRAVELLING CRANES:** Multiple cranes are positioned along the docks.
  - TRAVELLING CRANES:** Multiple cranes are positioned along the docks.
  - TRAVELLING CRANES:** Multiple cranes are positioned along the docks.
- Numbered Locations (NP 1 through NP 8):**
  - NP 1:** Located near the East Entrance Jetty.
  - NP 2:** Located near the South Quay.
  - NP 3:** Located near the South Quay.
  - NP 4:** Located near the Bulk Storage area.
  - NP 5:** Located near the Bulk Storage area.
  - NP 6:** Located near the Jewson area.
  - NP 7:** Located near the H. M. Customs & Excise area.
  - NP 8:** Located near the Main Entrance Security Point.
- Other Labels:**
  - W. E. Davis:** A street name.
  - Specialist Heavy Engineering Ltd:** A company name.
  - Central Workshops:** A facility name.
  - Jamaica Terminal Weighbridge:** A facility name.
  - H. M. Customs & Excise:** A government building.
  - East Entrance Jetty:** A pier structure.
  - West Entrance Jetty:** A pier structure.
  - South Quay:** A water area.
  - North Quay:** A water area.
  - Open Storage:** Multiple areas for storage.
  - Bulk Storage:** Multiple areas for storage.
  - Car Terminal:** A facility for cars.
  - Development Area:** An area for future development.
  - Security Point:** A point of security.
  - To M4 Junction 28:** A road direction.
  - Transporter Bridge:** A bridge structure.
  - Island Street:** A street name.
  - W. E. Davis:** A street name.
  - South Quay:** A water area.
  - North Quay:** A water area.
  - Open Storage:** Multiple areas for storage.
  - Bulk Storage:** Multiple areas for storage.
  - Car Terminal:** A facility for cars.
  - Development Area:** An area for future development.
  - Security Point:** A point of security.
  - To M4 Junction 28:** A road direction.
  - Transporter Bridge:** A bridge structure.
  - Island Street:** A street name.
- Scale:**
  - 0 to 3000 feet
  - 0 to 1000 metres
- Compass:** A compass rose indicating North (N), South (S), East (E), and West (W).

[illegible]

## Port of Port Talbot



## APPENDIX J - Example of Information Leaflet for ABP South Wales Ports



PROVIDING A SAFE PLACE AT WORK FOR ALL THOSE THAT WORK AND VISIT THE PORTS IN SOUTH WALES

*ABP have a legal duty to put in place suitable arrangements for managing Health and Safety. The keys to effectively managing the Health and Safety of the Ships Captain, Crew and other Port Users are contained in this Document.*



# NOTICE TO MASTERS

### EMERGENCY CONTACT PROCEDURES

In the event of a major incident occurring on board a vessel the Master or a responsible member of the crew **must**:

- Immediately contact the Emergency Services (Dial 999) giving the following details:
- Caller's Name and Name of vessel, Berth / Location
- Number of crew, passengers and visitors on board, Casualties
- Type of incident, Main hazard (toxic vapour / fumes / fire / dangerous substances etc.)

#### Then inform

Associated British Ports Cardiff LPS – 02920 835023 (24hrs) – 07958908322 (Mob).

#### ABP's Security Contractor at the specific port.

| Cardiff      | Barry        | Swansea      | Port Talbot  | Newport      |
|--------------|--------------|--------------|--------------|--------------|
| 07734 072190 | 07703 652139 | 07718 518663 | 07810 806284 | 07734 071874 |
| 029 20835008 | 01446 736110 | 01792 463443 | 07786 747761 | 01633 204465 |
| 029 20483238 |              |              |              | 01633 204466 |

## General Information

### Byelaws, Regulations, Acts

Byelaws and relevant regulations are published on [www.southwalesports.co.uk](http://www.southwalesports.co.uk) or available on request from ABP's Cardiff Office. It is essential that the Port's Byelaws and all other applicable regulations should be observed in their entirety.

### Dock Master

References to the Harbour Master in this documentation should be taken to read 'Harbour Master or his appointed representatives'; namely: LPS, Marine Operations Manager, Marine Operation Supervisors, Lock Controllers and GPMO's.

### Special Notices

In addition to the foregoing, the attention of Masters is directed to any special notices handed to them on arrival by the Port Authority

### Dredging Crafts

Attention is drawn to the fact that Dredging Craft may at any time be at work within the docks and/or Entrance Channels, and proper caution must be exercised by those in charge of vessels, when moving in the vicinity of dredging craft and their moorings.

### No smoking notices

In cases where inflammable or explosive cargoes are being discharged and/or loaded special NO SMOKING notices must be exhibited on ship's gangway or hatch-coamings, etc., and it is incumbent upon Masters of Vessels to ensure that the instructions are strictly observed and that every possible precaution is taken to prevent fires and also that sufficient equipment and personnel are at all times readily available to deal with any outbreak of fire.

### Burning or Welding

Burning or welding Plants may not be employed on or in the vicinity of any ship whilst within the Port without the consent of the Harbour Master, subject always to the appointment of an Officer responsible for the supervision of such operations and ensuring that adequate precautions are taken to prevent sparks from reaching inflammable or explosive cargo and/or bunkers.

### Designated Walkways

Designated walkways on the quay are painted with signs indicating the direction of the berths. The entrances to the ports are controlled by Security and ships crew should carry identification with them at all times. Bus and Taxi points are located nearby.

### Objects Dropped Into The Dock

The special attention of Masters of Vessels is drawn to the danger of allowing any objects or material to be dropped overboard which are likely to interfere with the safe navigation of vessels, the working of ABP dredging plant or cause damage to Lock Gates. It is a requirement that such accidental loss shall be reported to the Harbour Master. Vessels from which such objects are dropped in any of the Docks or approach channels will be held liable in the event of any damage subsequently arising out of the presence of such objects or material.



### Persons in the Dock

The Harbour Master must be informed if a member of the ship's crew or official visitor to the ship should fall into the dock.

### Fresh Water Connection

- Fresh water is available; please advise the agent during your inbound passage.  
Cost available from your agent.

## Disposal of Ships Waste

The arrangements for disposal of ship's waste in South Wales are detailed in the regional Port Waste Management Plan, a copy of which is available for inspection on [www.southwalesports.co.uk](http://www.southwalesports.co.uk) or at your agents or local MCA Office (Cardiff).

In summary the plan requires masters to make the following arrangements on common user berths. Terminal operators have their own in-house waste disposal plans.

|   |                    |
|---|--------------------|
| Waste Oil (Marpol Annex 1)                  | Contact your Agent |
| Noxious Liquid substances (Marpol Annex II) | Contact your Agent |
| Sewage (Marpol Annex IV):                   | Contact your Agent |

### Disposal of ships Garbage (Marpol Annex V):

1. International Catering Waste (ICW) **Contact your Agent**  
ICW is defined as catering waste from means of transport operating internationally. The regulations differentiate between waste from food which originated within the European union and that which originated from outside. Only vessels which have made a declaration that all their ships stores have been completely emptied, cleaned, disinfected and restocked following their last international voyage will be able to deposit their galley waste into general garbage bins along with other domestic refuse from the crewquarters
2. Substantial quantities (domestic/operational) **Contact your Agent**
3. Small quantities 1-10 bag (Domestic) **See below**

Ship's garbage (**MARPOL Annexe V only Not ICW**) may be deposited in the dedicated closed containers located at designated sites within the port (see appropriate Port plan).

Dedicated containers for ship's garbage are emptied on a regular basis. In the unlikely event that the container nearest to your berth is full you must report the fact to your agent or directly to Cardiff LPS and use the next nearest container to your berth. IT IS AN OFFENCE to deposit Garbage around a full container and offending vessels may be fined and/or delayed until the waste is recovered.



It is the Ships/Agents responsibility to dispose of (in the correct manner) any waste generated as a result of receiving stores (Pallets, Boxes, Packaging etc). This type of waste cannot be disposed of in the skip provided for ship generated Marpol Annex V waste.

Paint tins and oiled rags/cotton waste must be disposed of as 'Hazardous Waste' via your agent. If a vessel deposits this type of waste in the clearly marked Marpol Annex V non hazardous ship generated waste receptor facilities, the vessel will be held responsible for disposing of the waste in the appropriate manner.

## Waste Notification

The Merchant Shipping (Port Waste Reception Facilities) Regulations 2003 (as amended) regulations require vessels to notify their next port of call of the types and amount of waste they will be discharging during their time alongside. This information must be given at least 24 hours in advance of arrival or as soon as they leave their last port.

Ships' Agents acting on behalf of ship owners, Masters or managers in arranging provision of waste-disposal facilities or services shall, at all times, pay due regard to the Merchant Shipping and Fishing Vessels (Port Waste Reception Facilities) Regulations 2003 (as amended), Marine Guidance Note 563, MARPOL regulations, the Environmental Protection Act 1990 and the general provisions and requirements set out in this Port Waste Management Plan. They are required to:

- Undertake the advance notification requirements if their vessels cannot do it themselves, including making sure the vessel receives a copy of the returned prior notification form for its own records.
- Make the arrangements between the ship and waste management contractors for the removal and disposal of all waste streams where fixed facilities are not in place at the port.
- Keep full records of requests made by Ships' Masters for the provision of reception facilities for, Annex II and Annex IV wastes, as well as the amounts of these wastes being disposed of through approved waste contractors.
- To keep records of the Waste Transfer Notes / Consignment notes (for hazardous wastes) generated by waste landed from their vessels for a minimum of 2 or 3 years respectively under the requirements of the Environmental Protection Act 1990.

### Ship Non-Compliance

Where possible the terminal operator or harbour authority faced with a ship that has not complied with the need to notify and/or offload waste should inform the nearest MCA Office. Such ships may then be targeted for inspection by the MCA and destination harbours/terminals will be warned of their non-compliance. Masters and owners of ships that fail to comply with the requirements may be guilty of an offence and liable on summary conviction to a fine as provided for in regulations 18 (2), (3) and (4) of the 2003 Regulations as amended.



### Complaint Procedure

Should the Master of a vessel believe that the port waste reception facilities are inadequate they should notify the Harbour Master accordingly using the contact details on the prior notification form.

If it is felt that a complaint or issue is not dealt with in a satisfactory manner, then the matter can be referred to the MCA, (using Annex D of MGN 563), at the following address: -

PWR Inadequacies  
Environmental Quality Branch  
Maritime and Coastguard Agency  
Spring Place  
105 Commercial Road  
Southampton SO15 1EG

## Environmental

### Waste

- The port operates a comprehensive waste management plan for all shipboard waste. Ship's garbage must only be deposited in the skips/bins provided. Ship's waste must not be deposited in the port/dock estate or left on the quays. Please consult your agent or the Harbour Master for further details.
- The outlets of all overboard discharges must be closed when the vessel is lying alongside the quay. Vessels will be held responsible for any consequential damage arising from failure to comply with this instruction.
- No Master or other person in charge of any vessel shall permit any deck to be washed until the same shall have been carefully swept and the sweeping have been removed from the vessel.
- In accordance with EU Regulations that came into force in January 2011 all vessels should be burning Low Sulphur Fuel when within the port limits. This regulation will not be in force if the fuel changeover procedure for the given vessel takes longer than the expected port visit. Vessels that are obliged to comply with the regulation should do so from entering to leaving the port limits.
- Under no circumstances should a vessel discharge Oil or Untreated Sewage into the Dock.

### Hazardous Waste

- No liquid waste, harmful substances, waste electronic, electrical equipment, refrigerators, fluorescent tubes, batteries, gas cylinders, tyres, oil filters, tyres or international shipping waste will be accepted.

### Spills

- All vessels must comply with the current acts and orders relating to the spillage of oil in navigable waters.
- Masters of vessels that are loading or transferring fuels or lubricants are to take all necessary precautions to avoid spillage. Vessels that do spill oil may be prosecuted.



All vessels in dock must comply with the requirements of current Acts and Orders relating to the spillage of oil in navigable waters. Steps will be taken to enforce these requirements and offending vessels will be held responsible for any damage or costs that may arise from infringement. Masters are, therefore, advised to see that full precautions are taken to prevent discharge or escape of oil into waters of ABP Docks and are hereby requested to take immediate steps to remove from the dock surface, quay walls, etc., any oil which may have escaped.

Attention is drawn to section 11 of the Merchant Shipping (Prevention of Oil Pollution) Regulations 1996 which imposes a duty on the Master to report any oil spillage to the Harbour Master.

The outlets of all latrines and overboard discharges must be effectively closed on the shore side when the vessel is lying alongside the quay. Vessels will be held responsible for any consequential damage arising from failure to comply with this instruction.

Regulations, governed by Port Health, apply regarding the landing of animals, meat and meat products, including ships stores, galley wastage and animals resident on board ships. Animals must not be taken ashore without Port Health approval.



Appendix K  
Ships Waste Facilities Signage at ABP South Wales Ports



## Appendix L

### **Procedure For Unintentional ICW Contamination**

As stated in this PWMP, ABP have no facilities in the South Wales Ports for the landing of ICW, however it is recognised that from time to time there may be an unintentional contamination of one of our MARPOL annexe V designated waste reception containers or for the surrounding areas / quays / berths should accidental spills occur. The following is the procedure that will be followed in the ABP South Wales Ports.

#### **Immediate action by notifying agent, external agency and ABP Management**

- Notification via ships agent and or external agency is to be made immediately to Local Port Services based at Cardiff (Cardiff LPS) manned 24hrs.
- Duty LPSO is to advise by email the Harbourmaster / Deputy HM
- Harbourmaster / Deputy HM to inform the following by telephone and email
  - Biffa waste services
  - Local operations team at the subject port.

#### **Immediate actions by the local operations team.**

- Remove the contaminated skip to the designated "secure area "
- Place signage on the skip to notify all that it contains Class 1 animal by products and is quarantined pending appropriate collection and disposal.
- Liaise with Biffa waste services to arrange collection for disposal as International catering Waste (ICW) class 1 animal by product at deep landfill
- For areas of quay affected by accidental spills, collect any items and clean up spills as much as practicable.
- If skip is also contaminated place all items in plastic bags / containers, double bag and secure and place in contaminated skip.
- If the spill has not contaminated the skip DO NOT place it in the skip, remove to "secure area" and liaise with Biffa as below.
- Disinfect the contaminated areas of quay using the supplied DEFRA approved disinfectants\*.

#### **Immediate actions by Biffa Waste Services**

- Liaise with local operations team to organise collection
- Dispose of skip contents at Trecatti landfill Site as class 1 animal by product ( ICW)
- Return skip to local operations team "secure area"

#### **Follow up actions by local operations team**

- Disinfect the skip using the supplied DEFRA approved disinfectants\* and / or steam cleaning equipment.
- Return the Skip to service

\* VIRKON S – DEFRA approved for use in England Wales and Scotland as disinfectant for

(i) Foot and Mouth disease Orders

(ii) Swine Vesicular disease Orders

(iii) Diseases of Poultry Order and the Avian Influenza and Influenza of Avian Origin in Mammals Order

#### **Follow up actions by Biffa waste services**

- Send copies of disposal, and chain of custody paperwork by email to Marine Administration Manager and DHM to include the following details
  - Date of Dispatch
  - Description of the material including the category
  - Quantity
  - Place of Origin of the Material ( vessels name and ABP dock collected from)
  - Name and address of carrier
  - Name and address of the receiver and if applicable its removal number

#### **Follow up actions by ABP Management**

- Inform AHVLA that an unintentional ICW landing has taken place

AHVLH Caernarfon Field Services

Crown Building

Penrallt.

Caernarfon

Gwynedd

LL551EP

Tel 01286741144

Email [AHVLA.cymruwales@ahvla.gsi.gov.uk](mailto:AHVLA.cymruwales@ahvla.gsi.gov.uk)

- Record the details for compiling annual returns

## Appendix M

### **South Wales Regional Port Waste Management Plan FAQ**

**Q1** What is ICW (international Catering Waste)?

**A** International Catering Waste is any Galley waste or related packaging that is brought into port on a ship that has traded outside of the EU in the past, regardless of stores being taken outside the EU or not, and has not had its Galley storage rooms and cold rooms certified as cleaned and disinfected since the last time the vessel visited a non EU port.

**Q2** Why can I not land ICW in the Annex V non hazardous port reception facilities?

**A** The MCA has accepted that the majority of ships that enter the common user and adopted sole use wharfs and quays in the South Wales Ports are trading solely inside the EU. As a result there is no mandatory obligation for ABP to provide facilities for the collection of ICW. ABP do have an obligation under our port waste management plan to approve contractors who can dispose of ICW by separate arrangement between ship, charterer, or agent and the approved contractor. ABP feel that this is a good way of keeping the Environmental levy as low as possible for the majority of our port users who will not be using the ICW facility.

**Q3** If I am unsure if my galley waste should be classed as ICW do I have to land it during my stay in one of ABP's South Wales Ports?

**A** No, provided your vessel has enough dedicated storage on board for Galley waste you may pre-notify that you will be retaining your Galley waste on board for delivery at a convenient port after departure from the ABP South Wales Ports.

**Q4** If I keep ICW on board or make special arrangements for its disposal do I still need to pay the Environmental levy during my stay?

**A** If your vessel will be moored at one of the common user berths or private wharfs that come under the South Wales Port Waste Management Plan you will still have to pay the Mandatory Environmental levy as your Vessel may still land other non hazardous MARPOL Annex V garbage that is not Galley waste or associated packaging.

**Q5** My vessel has a policy of separating waste for recycling, if I land this waste in ABP's MARPOL Annex V non hazardous waste reception facilities will my waste be recycled?

**A** Yes, ABP have appointed a main contractor who have the facilities to Recycle a large proportion of MARPOL Annex V Non Hazardous Waste. Any such waste that has been separated for recycling on board can be placed loose in the reception containers provided. You can help us to recycle as large a proportion as possible by double bagging any non recyclable waste in strong plastic bags.

**Q6** There is more than one Waste container on the Quay where my vessel is berthed, how will I know which container to place my waste in

**A** Reception containers provided under the South Wales Port Waste Management Plan are coloured Red and are marked Ship's waste only, no unauthorised use. The positions of all containers that come under the plan are marked in the Annex of our published plan that can be found on the South Wales website

[http://www.southwalesports.co.uk/Port\\_Information/Waste/](http://www.southwalesports.co.uk/Port_Information/Waste/)

All containers are marked as per the images in Appendix K of the plan

**Q7** What happens if I dispose of ICW in a general waste receptacle which is only suitable for non hazardous MARPOL Annex V garbage?

**A** Your Vessel will be held responsible for the cost of quarantining the waste receptacle, disposing of all of its contents as International Catering Waste and for disinfecting it before it is put back on the quay. (This can prove expensive)

## Amendment Record

| Amendment No. | Date            | Amendment  | Inserted by     |
|---------------|-----------------|--|-----------------|
| <b>1</b>      | <b>14/06/18</b> | <b>Major Revision</b>  | <b>E Prance</b> |
| 2             | 01/08/18        | Change of regulation reference to 'as amended' and removed listed amended examples to cover regulation and subsequent regulation updates.<br>Section 1, p.3<br>Section 2.2, p.5<br>Section 5.1.3, p.18<br>Appendix G, p.50 | E Prance        |
| 3             | 01/08/18        | Update MGN reference to MGN 563 the latest MGN in respect to Port Waste Management superseding previous MGN's.<br>Section 2.2, p.5<br>Section 5.1.3, p.18<br>Section 6.4, p.32   | E Prance        |
| 4             | 01/08/18        | Clarification of responsibilities for Waste Management by terminal and refer to Table 2 p.12<br>Section 5.1.3, p.18  | E Prance        |
| 5             | 01/08/18        | Update table 3 to include Marpol Annex VI<br>Section 5.2, p.19   | E Prance        |
| 6             | 01/08/18        | Correction to Noxious / Hazardous substance categories.<br>Table 4, p.24   | E Prance        |
| 7             | 08/08/18        | Added email address for complaints.<br>Section 6.5, p.33   | E Prance        |
| 8             | 08/08/18        | Ship Non-compliance procedure added, contents list updated and added to Appendix J for Notice to Vessels<br>Section 6.4, p.32 & p.60   | E Prance        |
| 9             | 08/08/18        | Addition of greater detail of waste landed and retained on board for past 3 years.<br>Appendix H, p.51   | E Prance        |
| 10            | 08/08/18        | Waste notification procedure, Ship non-compliance and Complaint Procedure added to information given to visiting vessels.<br>Appendix J, p.60  | E Prance        |

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|----|----------|---|----------|
| 11 | 08/08/18 | Change of image of Waste Receptacle with signage provided by new waste service provider – Biffa.<br>Appendix K, p.66            | E Prance |
| 13 | 15/09/18 | Update of FEL positions following consult with Biffa<br>Table 5 p.25 and Port plans Appendix I p.55                             | E Prance |
| 14 | 17/09/18 | Addition of table for summary of comments from consultation period<br>Table 7 p.31  | E Prance |
| 15 | 26/09/18 | Update comments table following comments from NRW<br>Table 7 p.31   | E Prance |
| 16 | 26/09/18 | Update of reference to legislation, the Environmental Permitting (England and Wales) Regulations 2016 (as amended)<br>Page 5    | E Prance |
| 17 | 27/09/18 | Update of ICW FAQ - description of receptacle in line with new Biffa Skips, update of link to plan on web site.<br>Annex M p.69 | E Prance |
| 18 | 27/09/18 | Addition of The Water Resources (Control of Pollution) (Oil Storage) (Wales) Regulations 2016<br>Section 2.8 p.10               | E Prance |
| 19 | 27/09/18 | Renumber document due to changes / additions.   | E Prance |